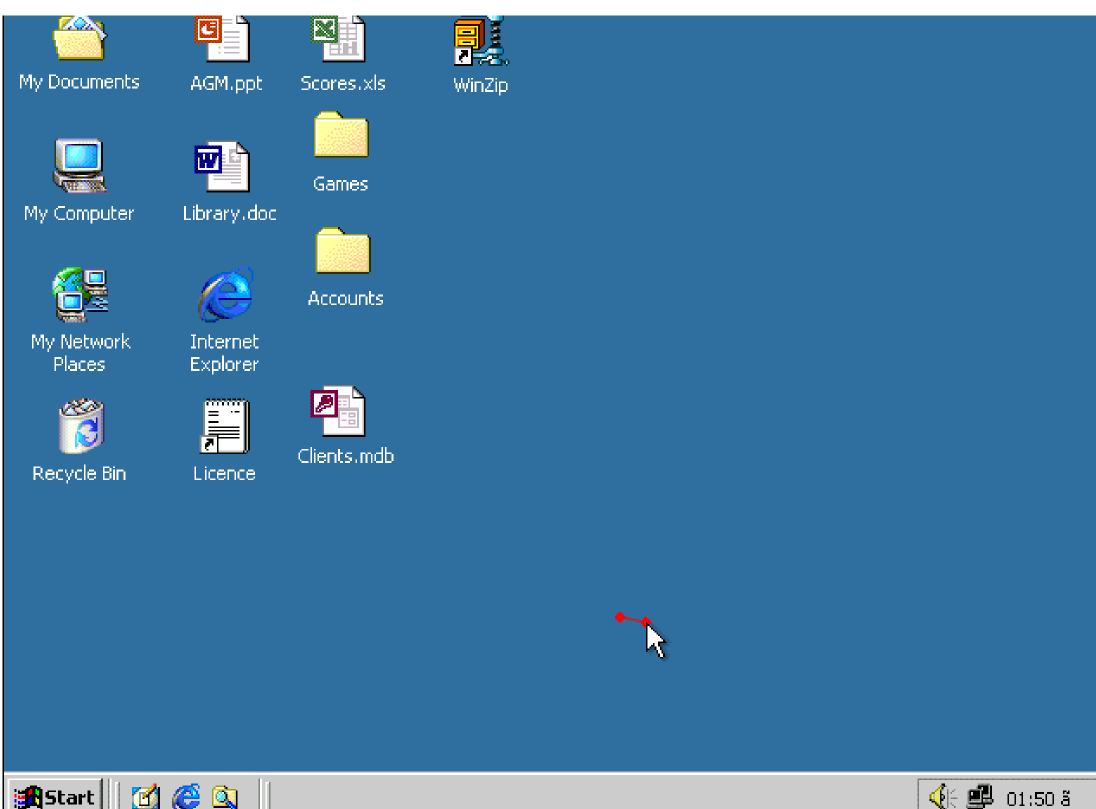


On the simulated Windows desktop carry out the necessary steps to restart the computer.

Note: Do not use Ctrl + Alt + Delete for this question.

Select➔start➔shutdown➔restart➔ok

If the computer application you are working on has "**frozen**" what is the first thing you should do?

- ○ Re-install the non-responding application.
- ○ Press Ctrl+Alt+Delete.
- ○ Turn off the PC's power supply.
- ○ Select Exit from the application's File menu.

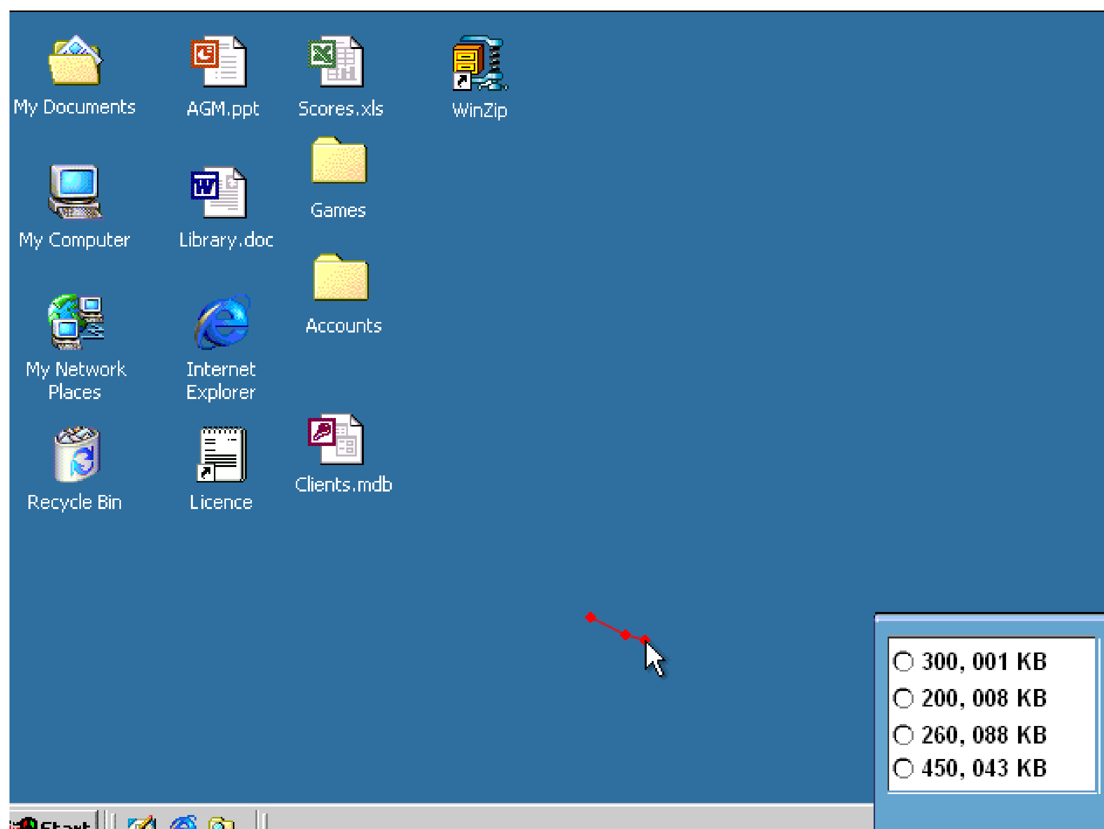


Press ctrl+Alt+Delete.

Pressing which of the following keys would place a picture of what is currently displayed on your monitor onto the clipboard?

- ○ Print Screen SysRq
- ○ Ctrl + C
- ○ F5
- ○ Ctrl + Insert

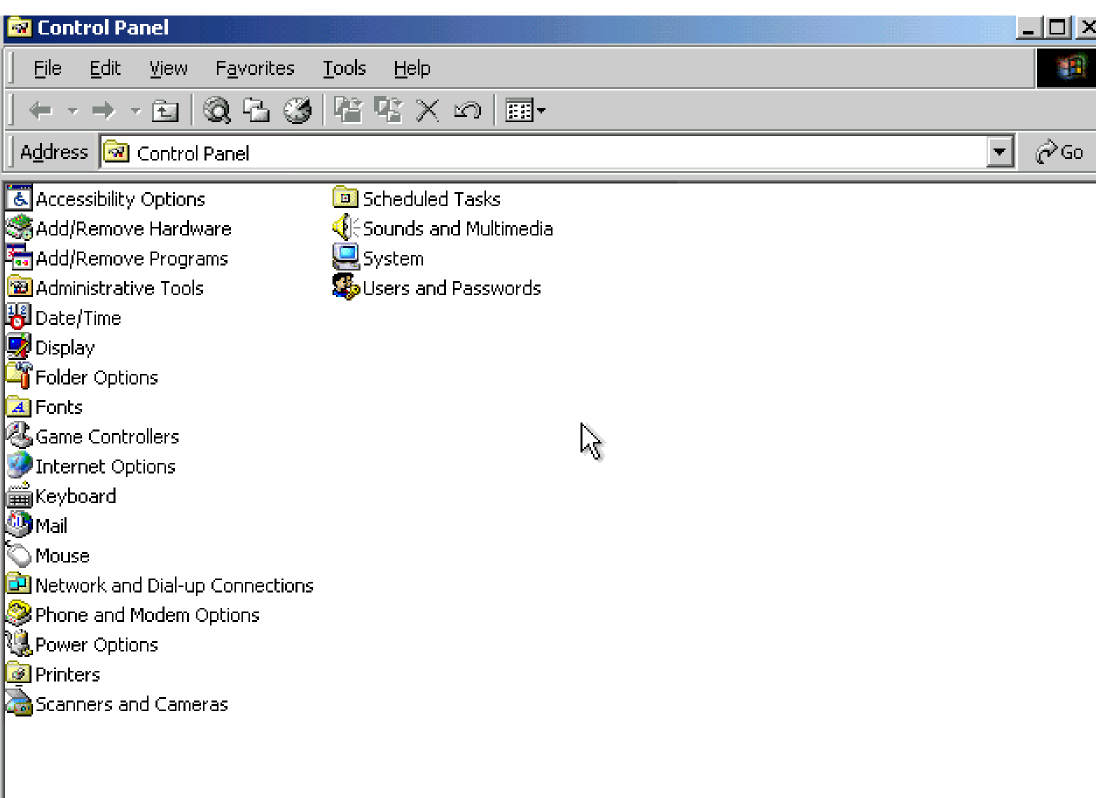
Print screen



Use the simulated Windows Desktop to find out how much RAM is installed.

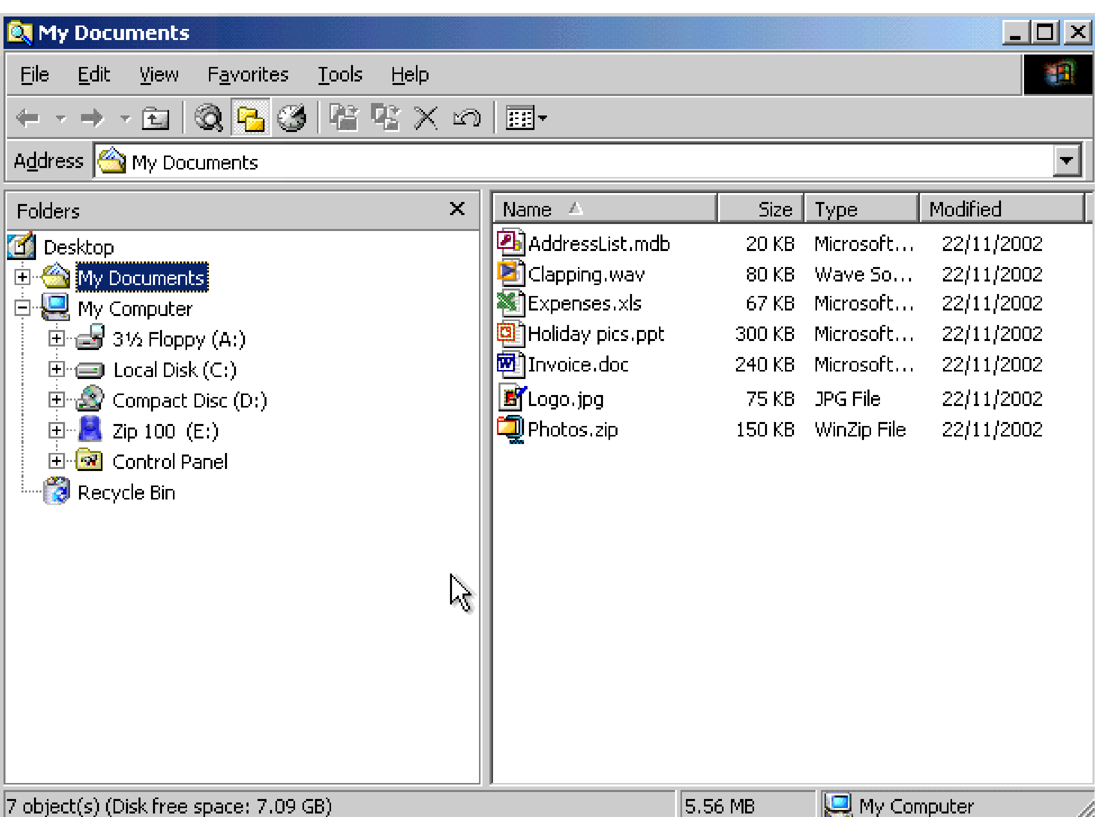
Select the appropriate radio button then click on SUBMIT.

R.click on my computer➔properties➔ General➔select the RAM Speed➔ok



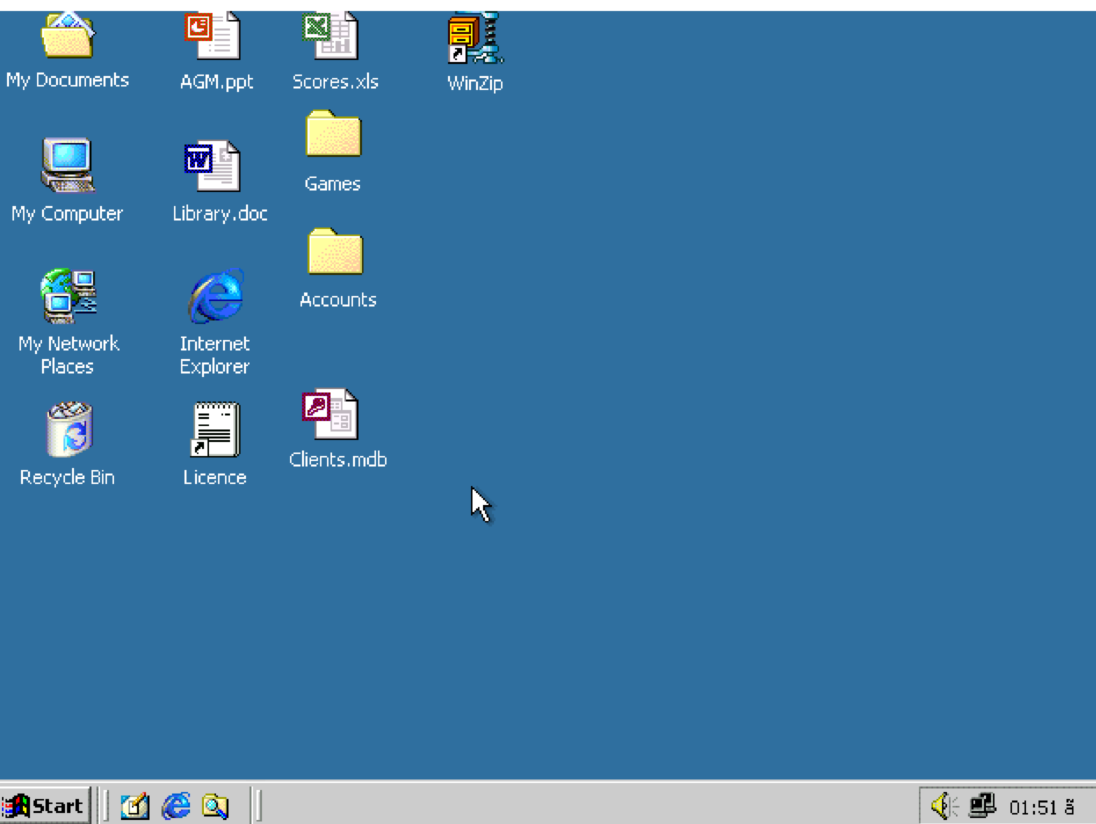
Change the keyboard language to UK English.

Select➔keyboard➔input Locales➔select to English UK ➔press Set as Defaults➔ok



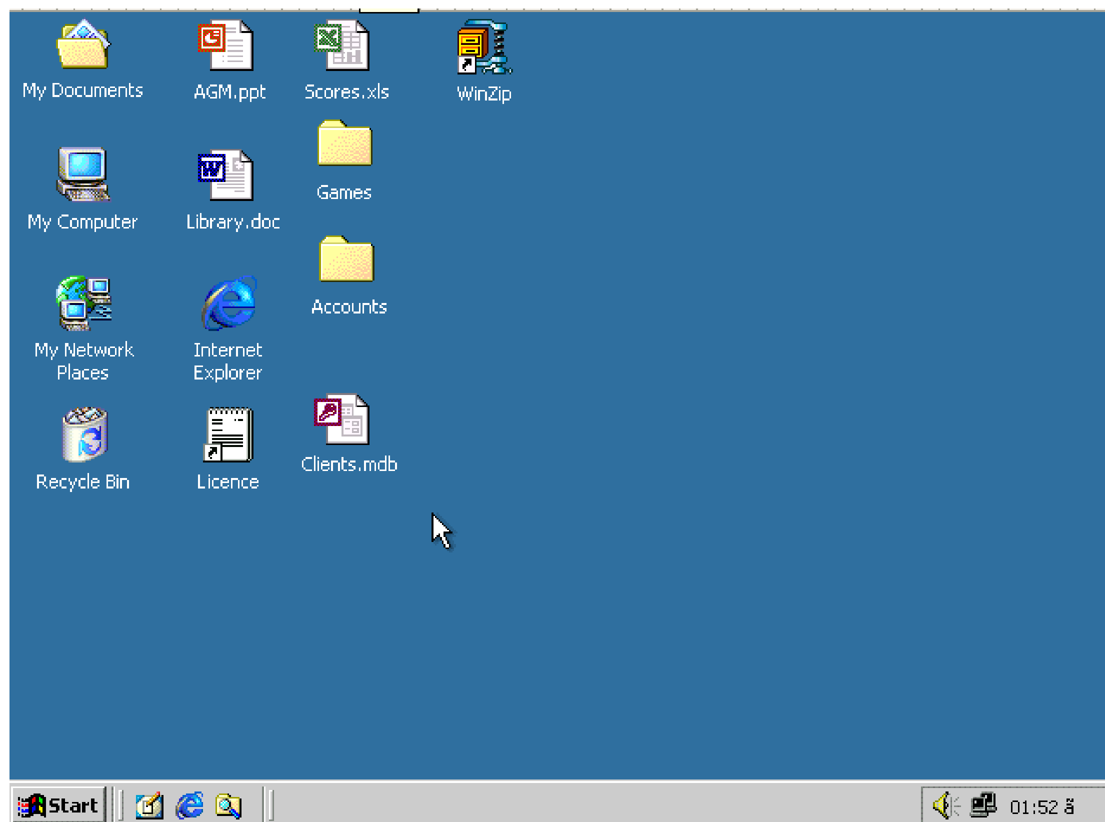
Access the dialog box that would enable you to format the 3 ½ Floppy (A:) drive.

R.Click to Floppy (A :)➔select➔format.



Access the dialog box that would enable you to install new software.

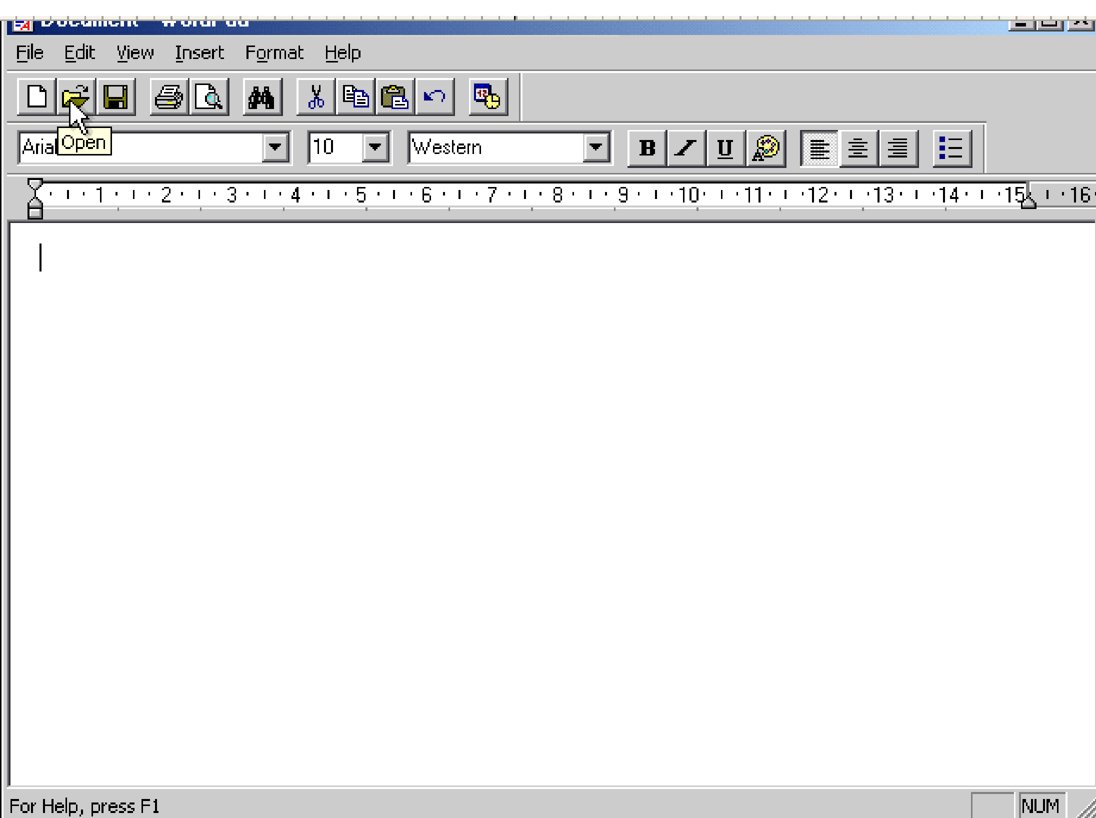
D.click on my computer➔ D.click to control panel➔ select .Add/Remove programs



Use the Index tab of the Windows Help system to find help on audio files.

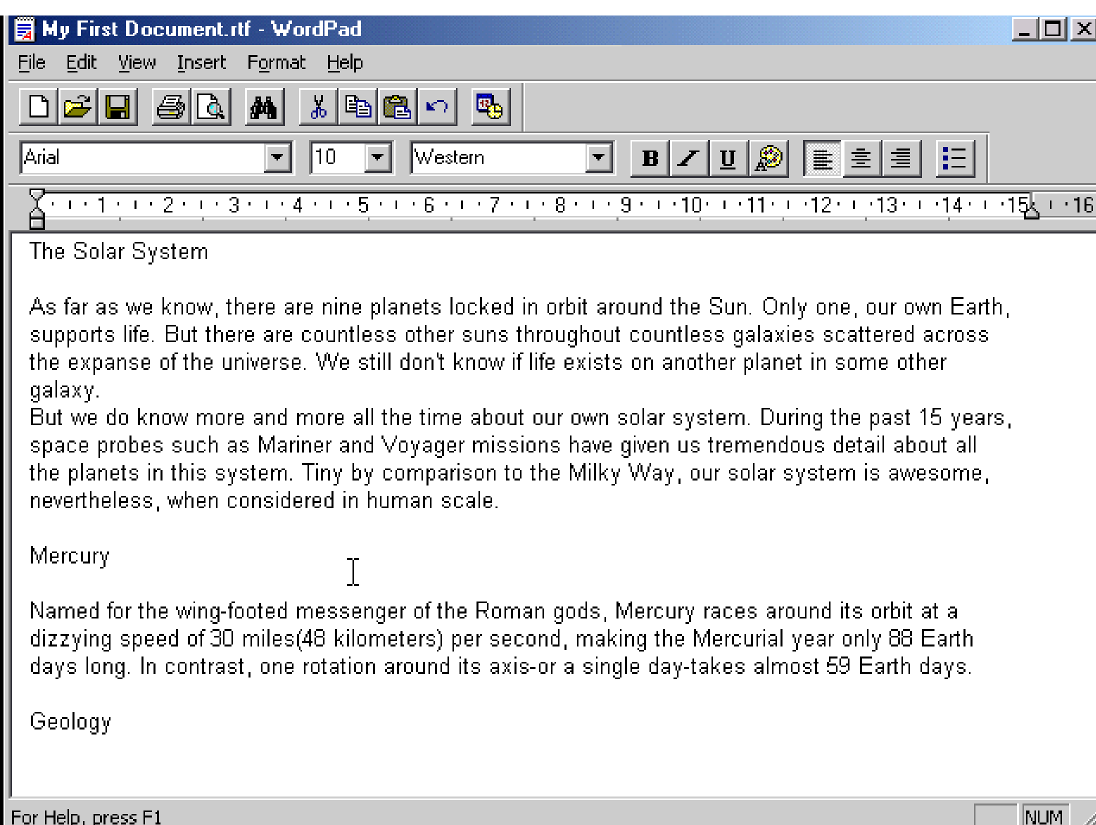
Click the Display button when you have finished.

Click on start menu➔select help➔select index tab➔type .audio files➔click display



Open the file, Introduction.doc, which was recently opened in WordPad.

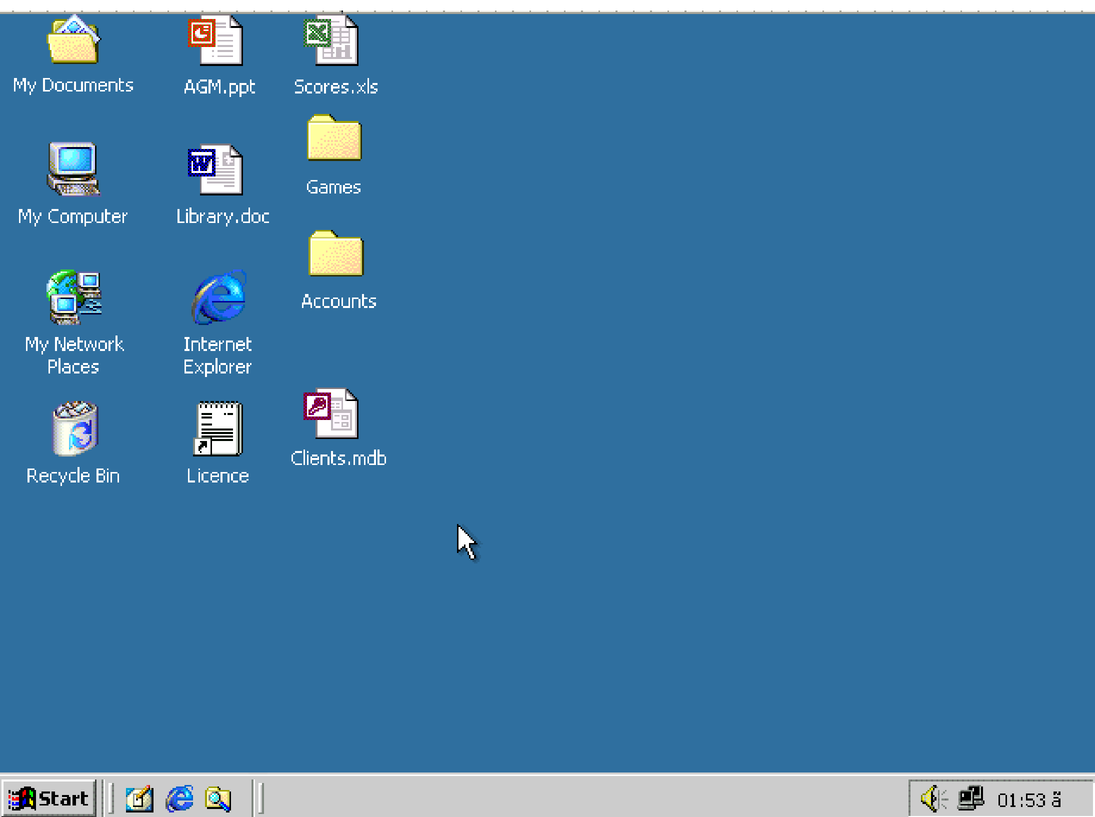
File➔select to file name called Introduction at the last of this menu



Save this file, My First Document.rtf onto the 3 ½" Floppy (A:) drive.

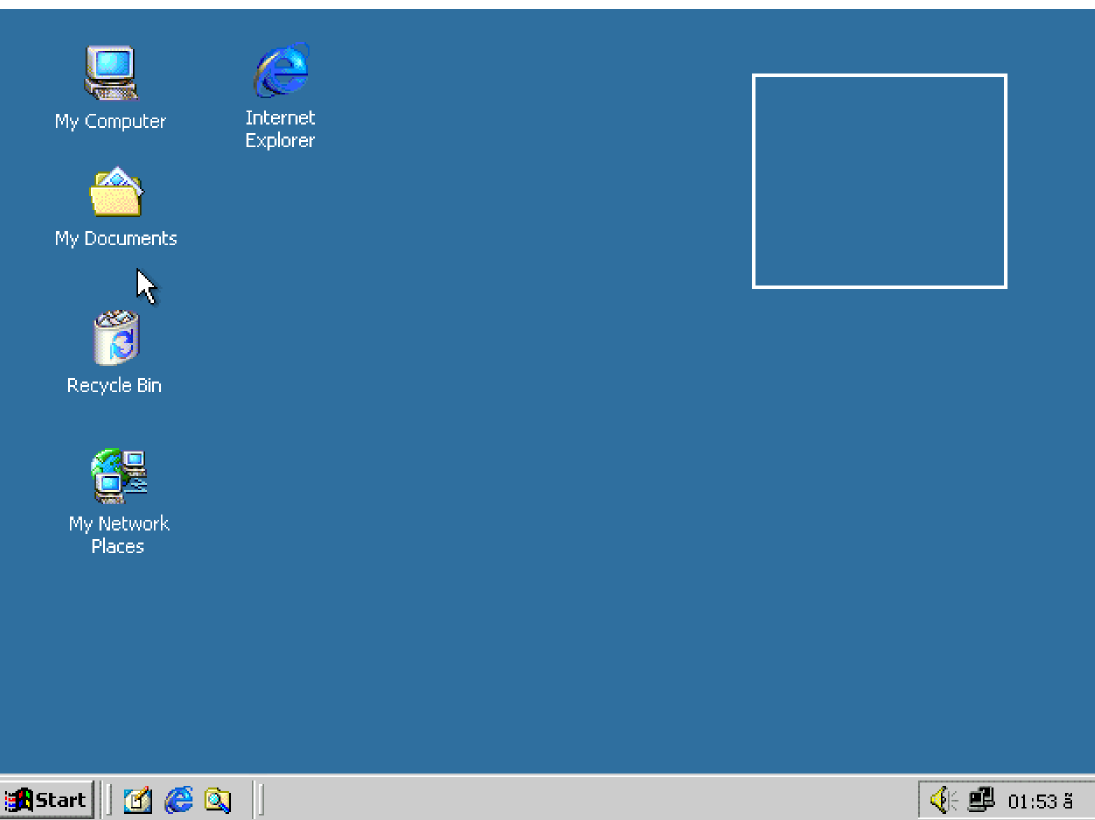
Note: This is a simulation - you do not need a floppy disk in the disk drive.

File➔save as➔ select my computer then select 31/2 .floppy (A:)➔click save



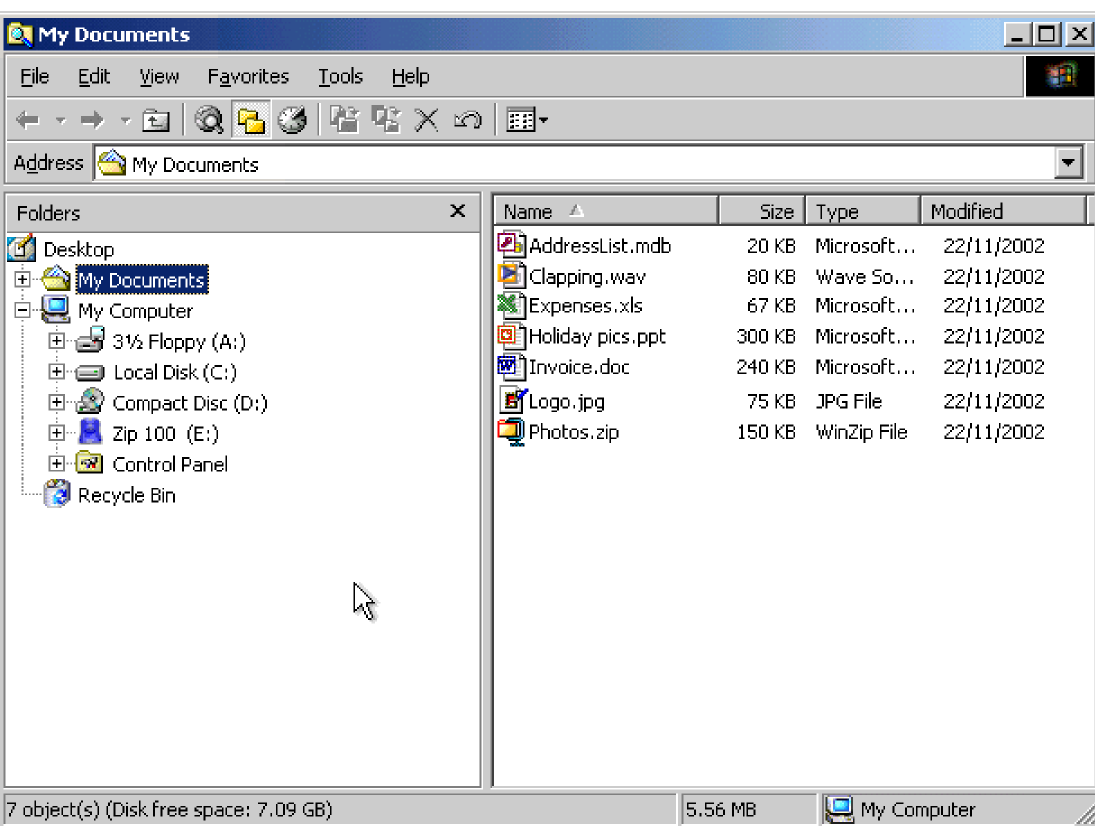
Which of these icons is an application?

.Click on Internet explorer icon



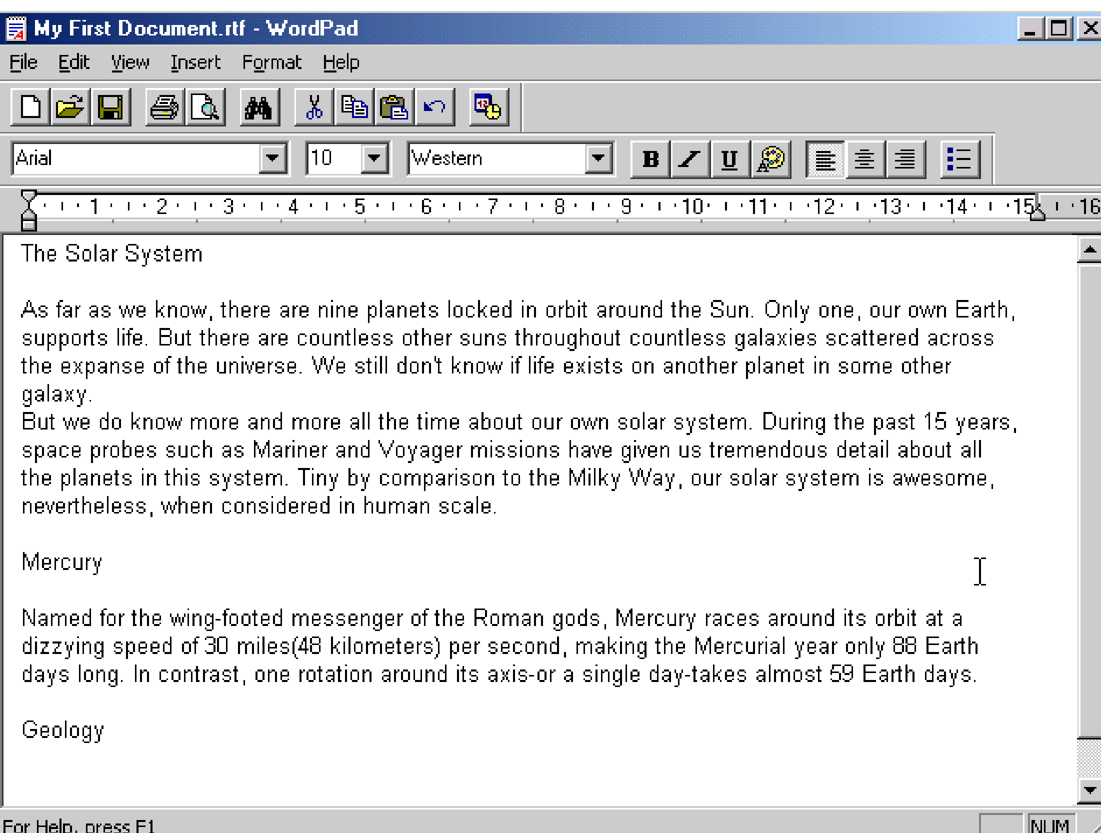
Click and drag the **My Documents** icon into the white frame.

Click and drag my documents to the frame in the right side in
.the desktop



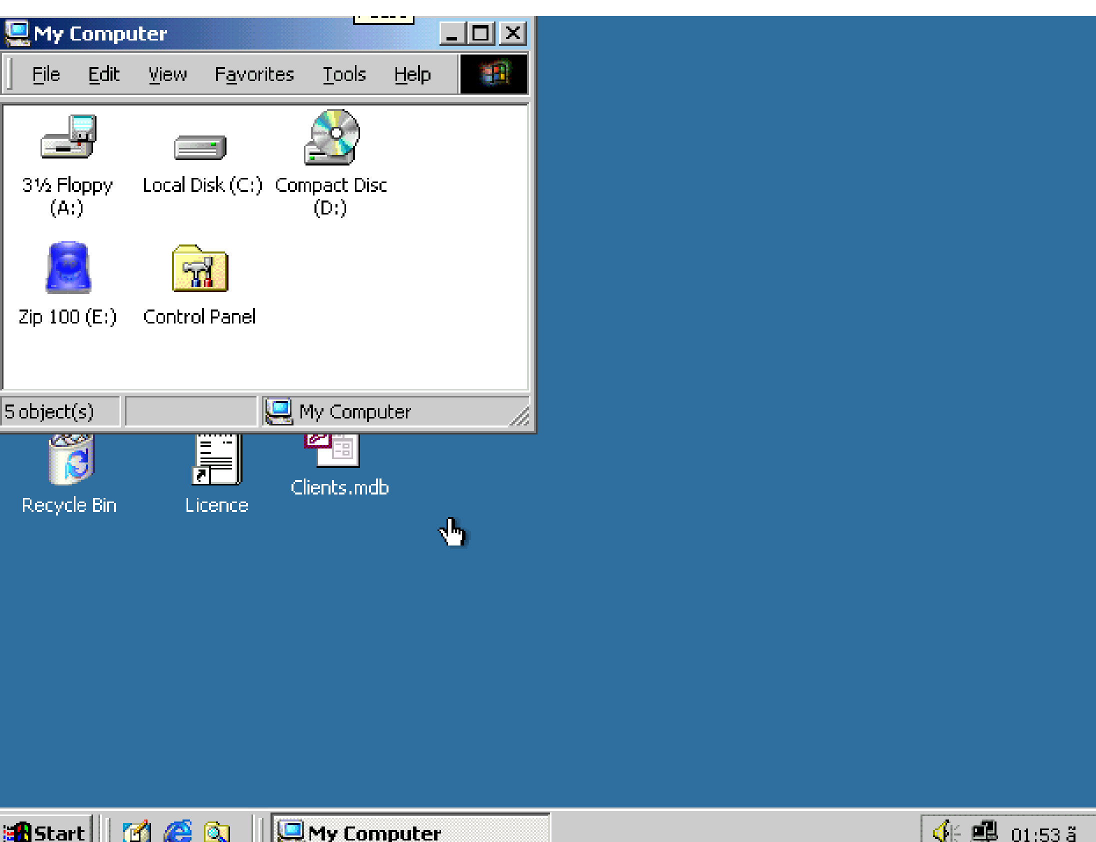
In this Explorer window create a shortcut to the PowerPoint file called Holiday pics.ppt.

Select the Holiday pics.ppt file from right pane➔R.click to .select create shortcut



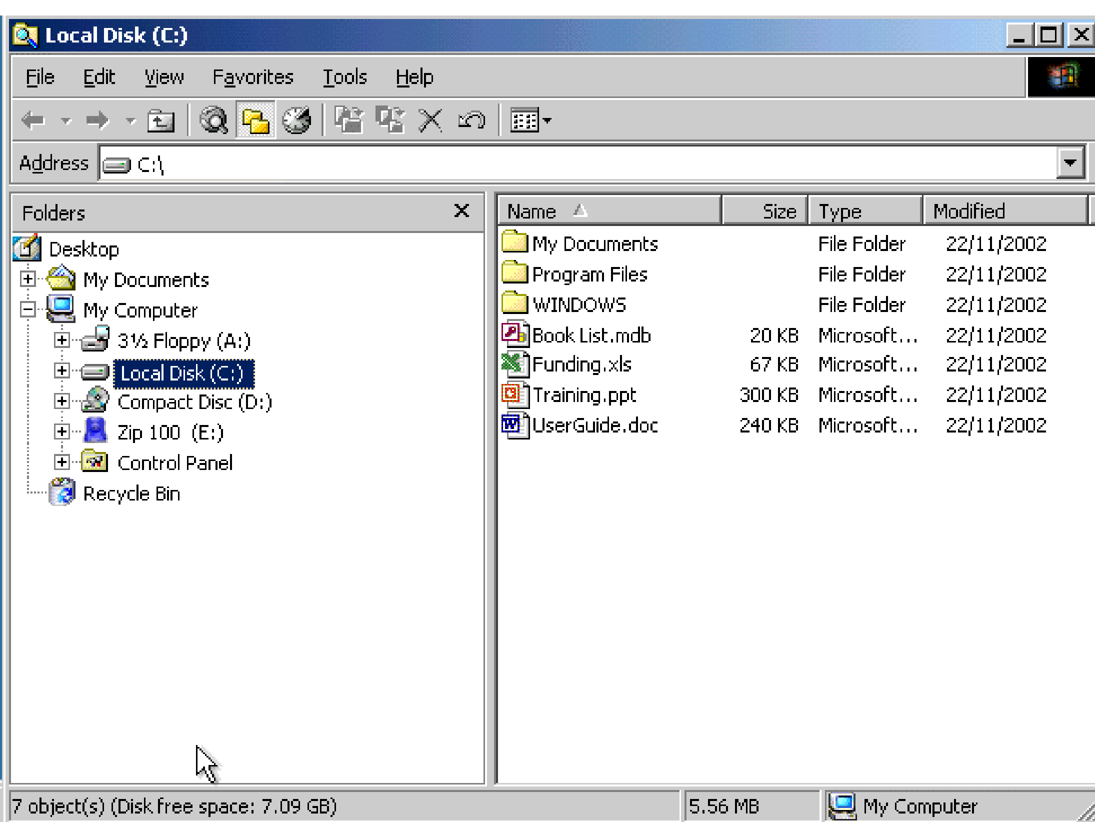
Click on WordPad's Scroll bar.

Click on the scroll in the right side



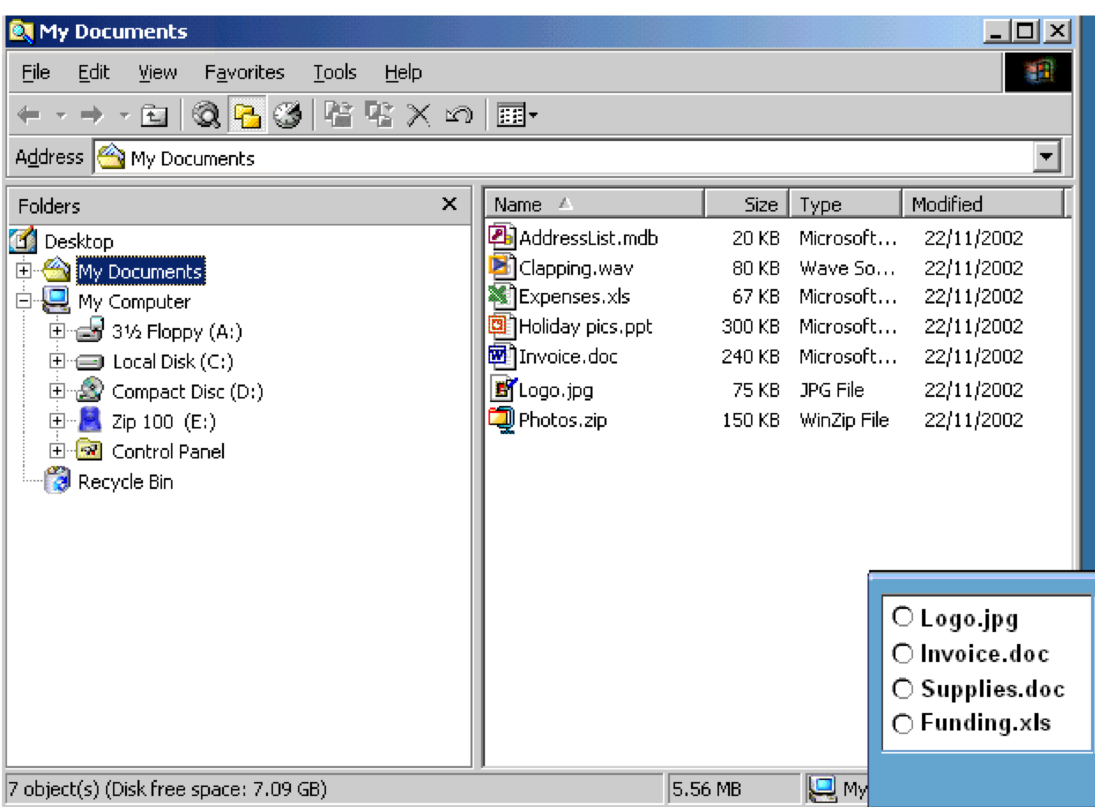
Minimise the My Computer window.

.Click in minimize button in my computer



This window shows the contents of the C: drive in the right-hand pane. Click on the correct location to display the C: drive's folders in the left-hand pane as well.

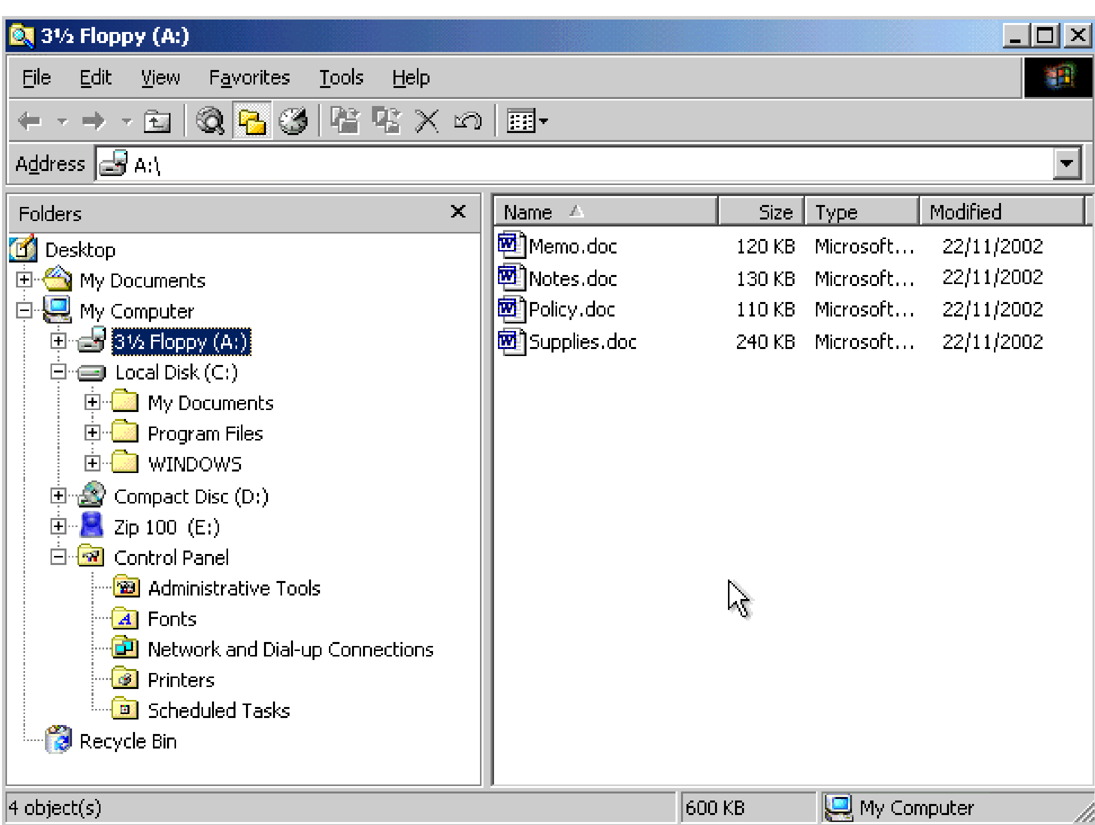
Click on the + icon in drive C



Which of these files is stored on the 3 ½ Floppy (A:) drive?

Select the appropriate radio button then click on SUBMIT.

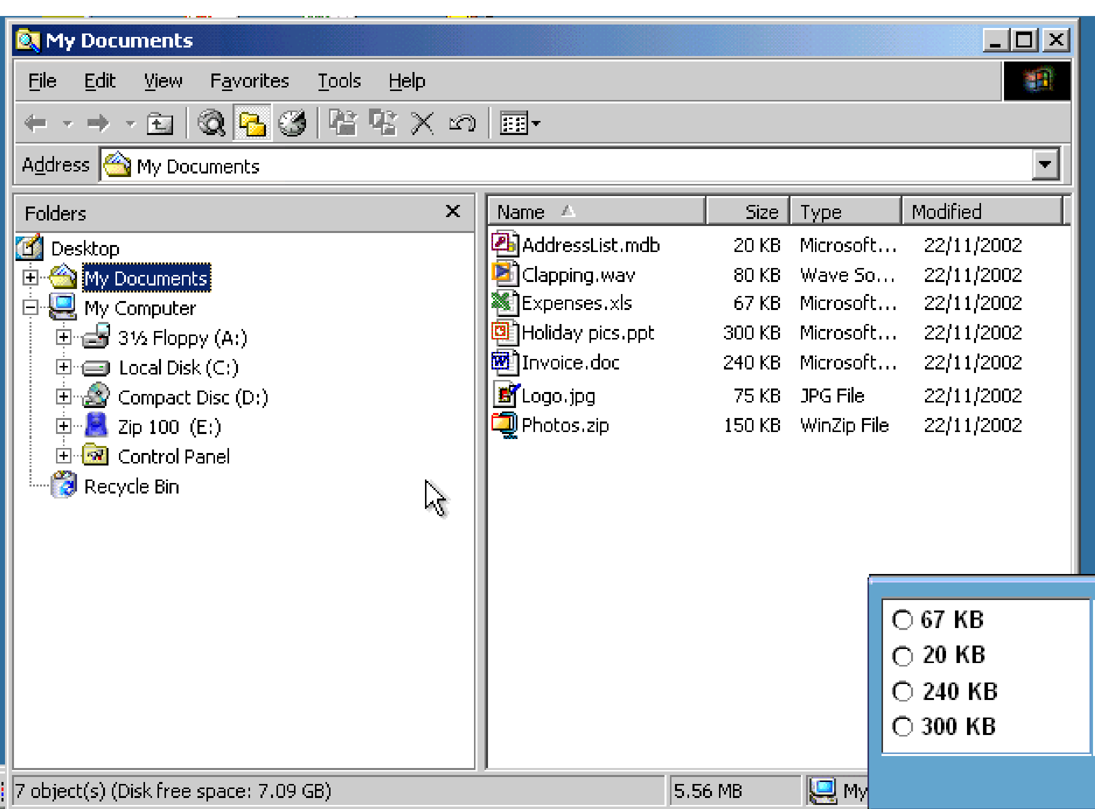
.Select to 31/2 floppy choose the existing file



Create a new folder on the 3 ½ Floppy (A:) drive and name it Dates.

Press the Enter key when you have finished.

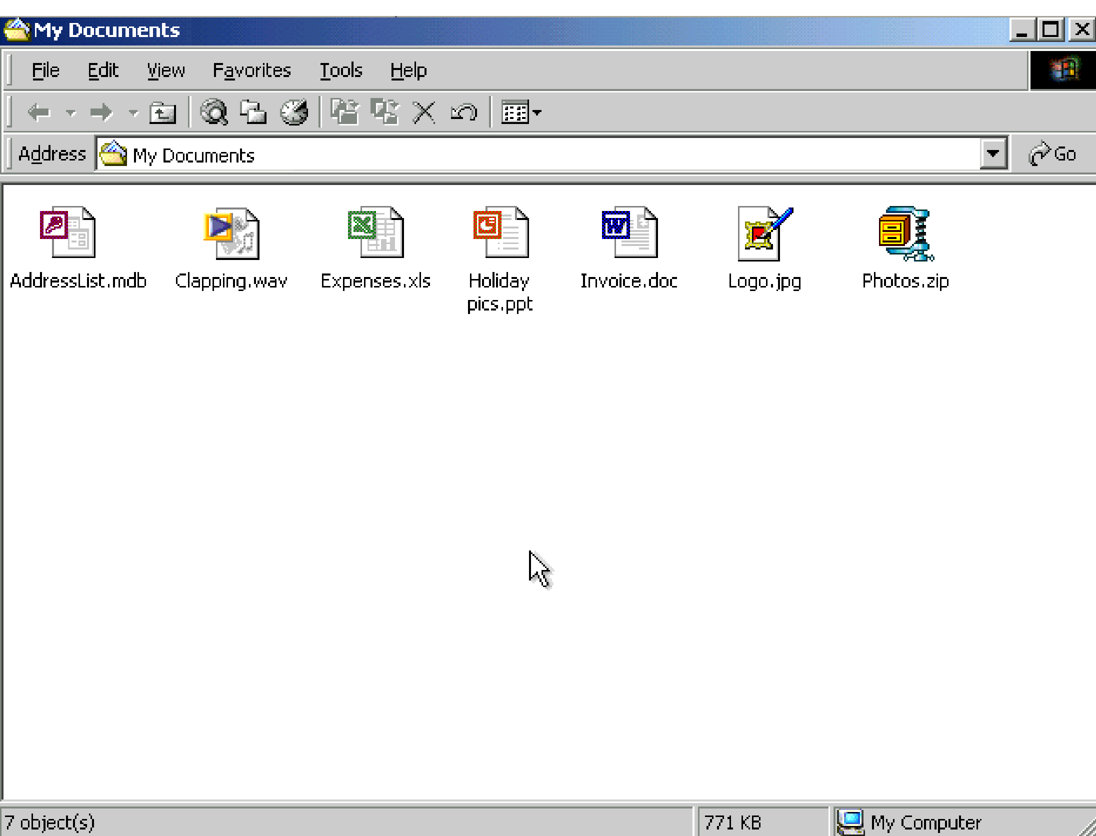
.R.click➔new ➔folder➔type Dates➔Enter



Open the C: drive folder and indicate which of these file sizes applies to the file Training.ppt.

Select the appropriate radio button then press SUBMIT.

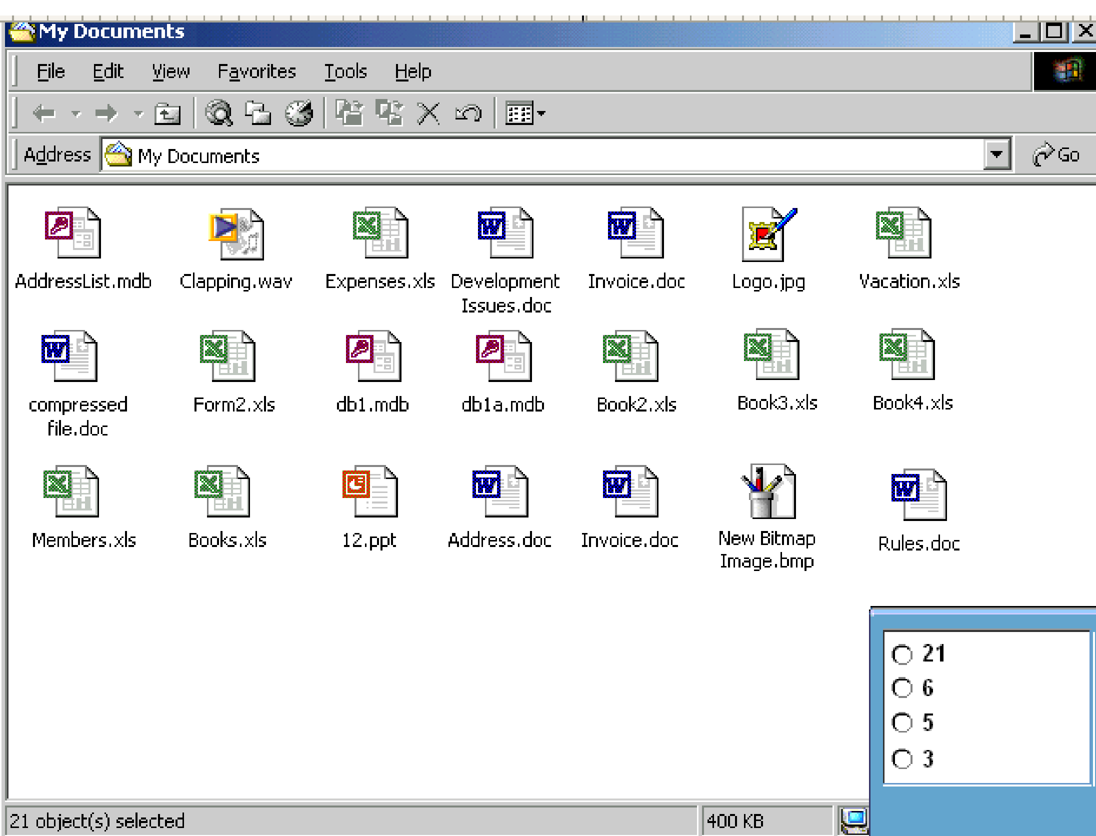
Select the C: drive➔choose the size of the file Training.ppt .from the right pane



Which of these files is a spreadsheet file?

Click on the appropriate file to submit your answer.

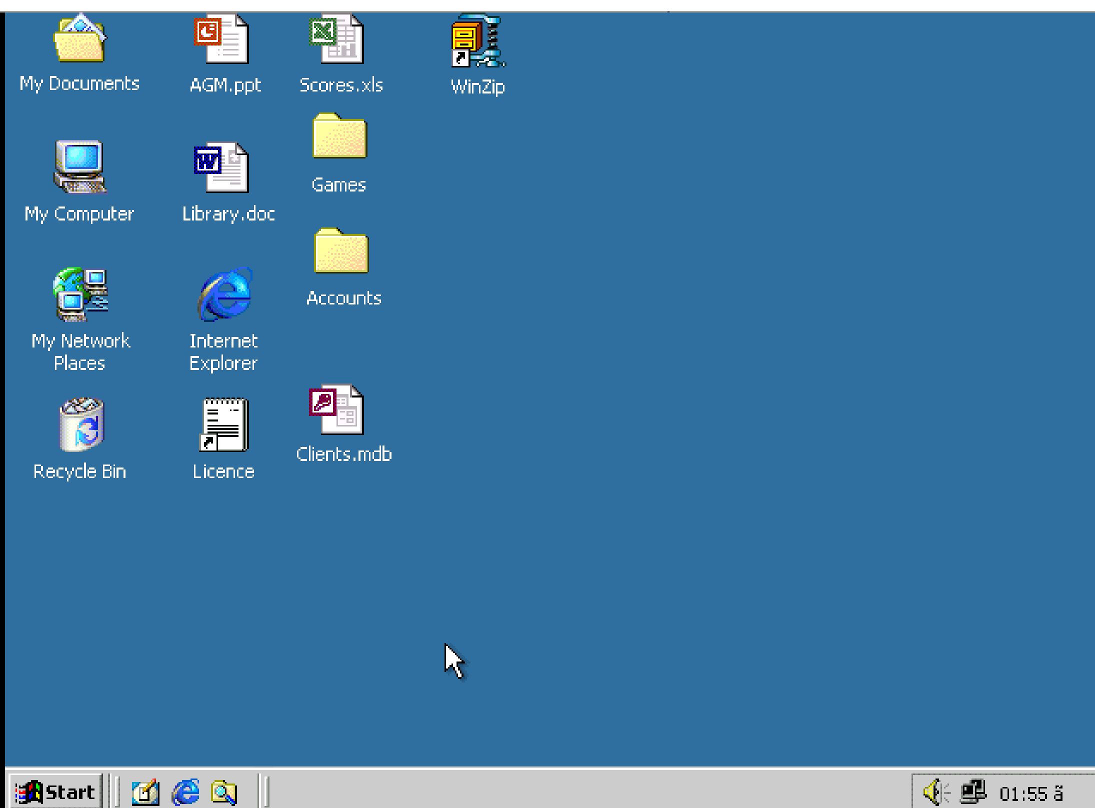
D.click on the Excel file



How many Word files are there in this window?

Select the appropriate radio button then click on SUBMIT.

Count the number of the word files in the window



From the Desktop, make AGM.ppt read/write.

R.Click on the file AGM.ppt select properties➔uncheck read only➔ok

______________ are important as they tell the computer which application to use to open a file.

Desktop Icons | File Names | User Names | Version Numbers | File Extensions

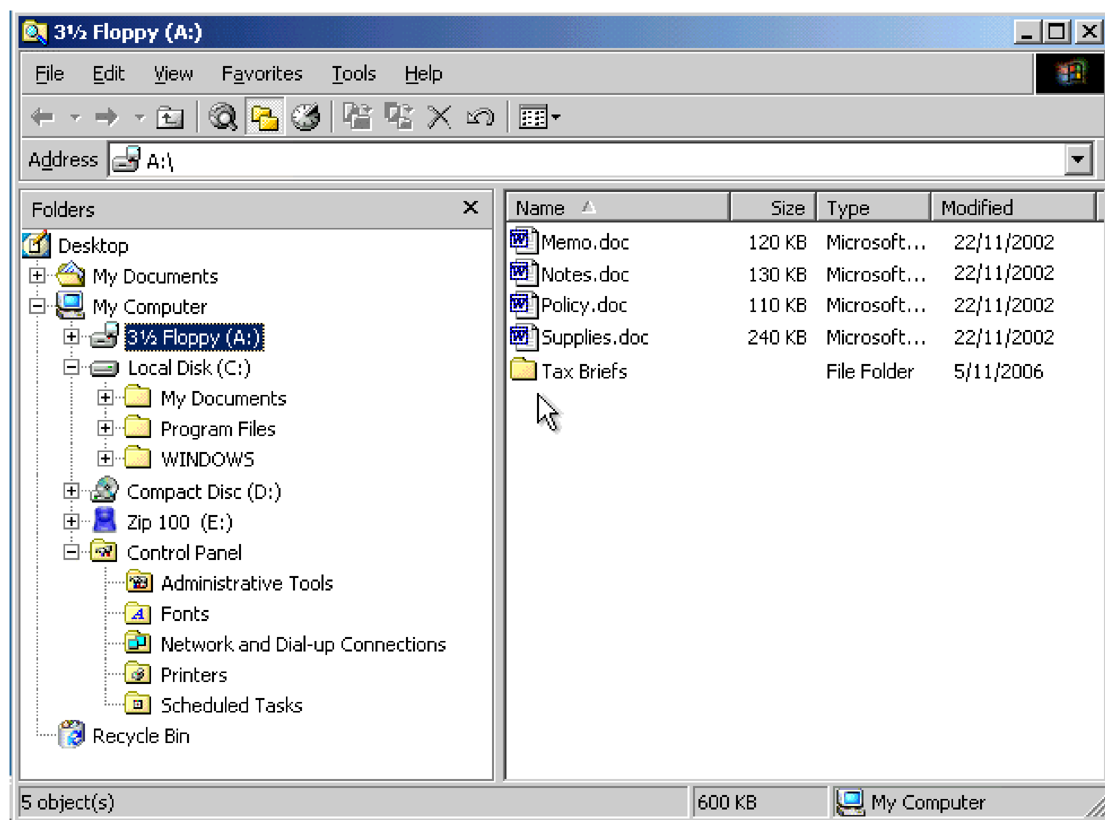


File Extensions

Disabling any viruses within a file is called ______________.

Disinfecting | Deleting | Disarming | Virus Scanning | File Cleanup

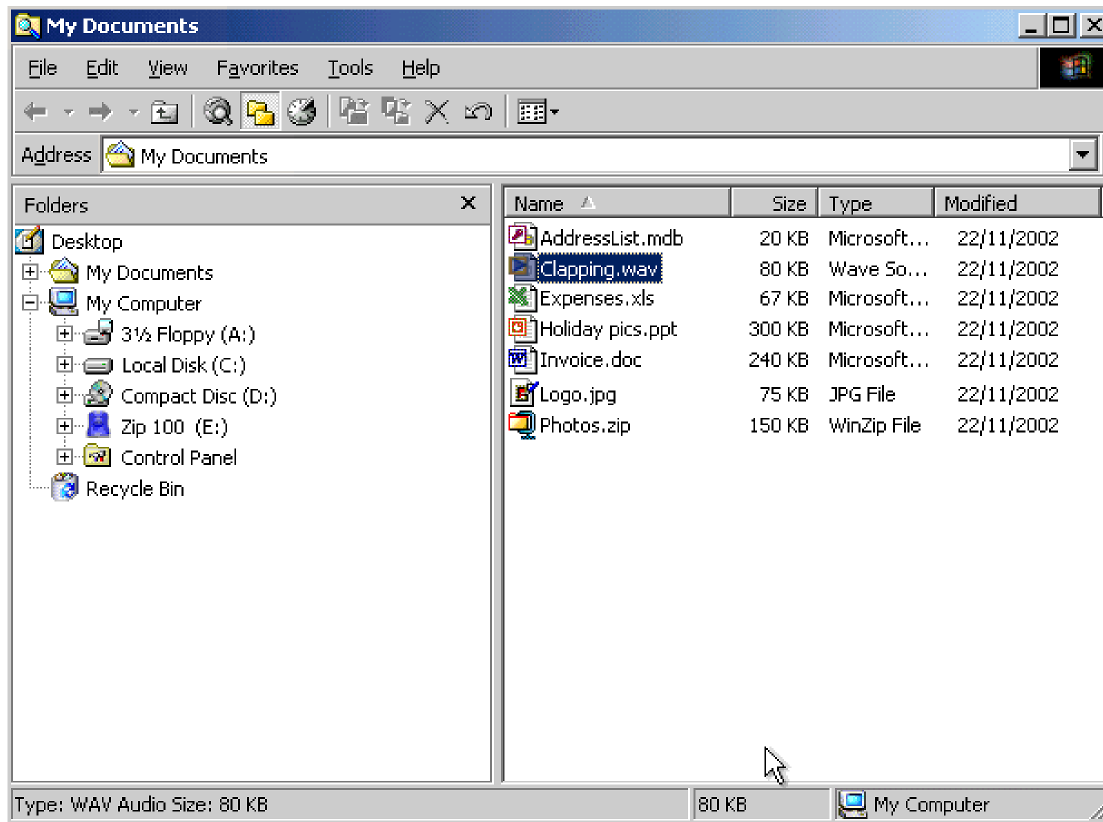
Disinfecting



In the current A: drive, change the name of the folder entitled Tax Briefs to Tasks.

Press the Enter key when you have finished.

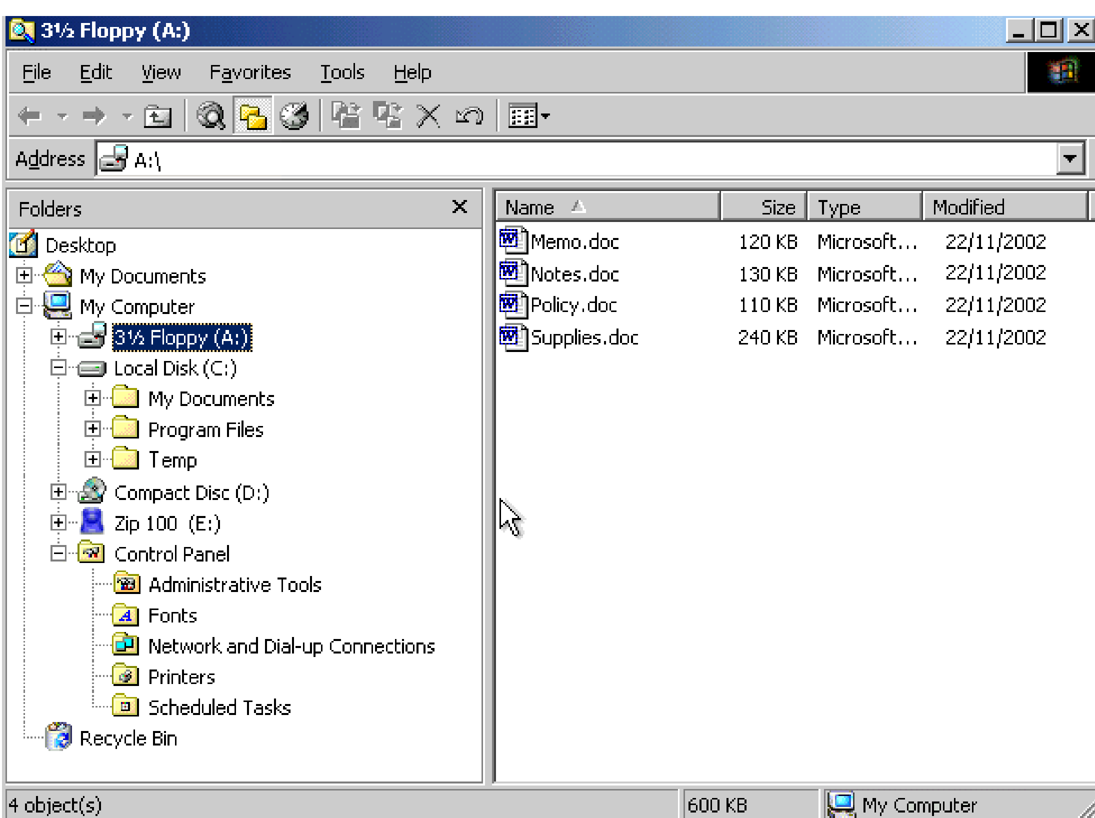
.R.click→Rename→type Tasks→press Enter



Without deselecting the file Clapping.wav select Logo.jpg.

Do not select any other files.

.Hold ctrl+select Logo. Jpg file



Move the Policy.doc file from the 3 ½ Floppy (A:) drive to the Zip 100 (E:) drive.

R.click on the file Policy.doc➔cut➔open Zip 100 (E :) .drive➔paste

Which of these statements is **false**?
It's important to backup files to an external storage device so that:



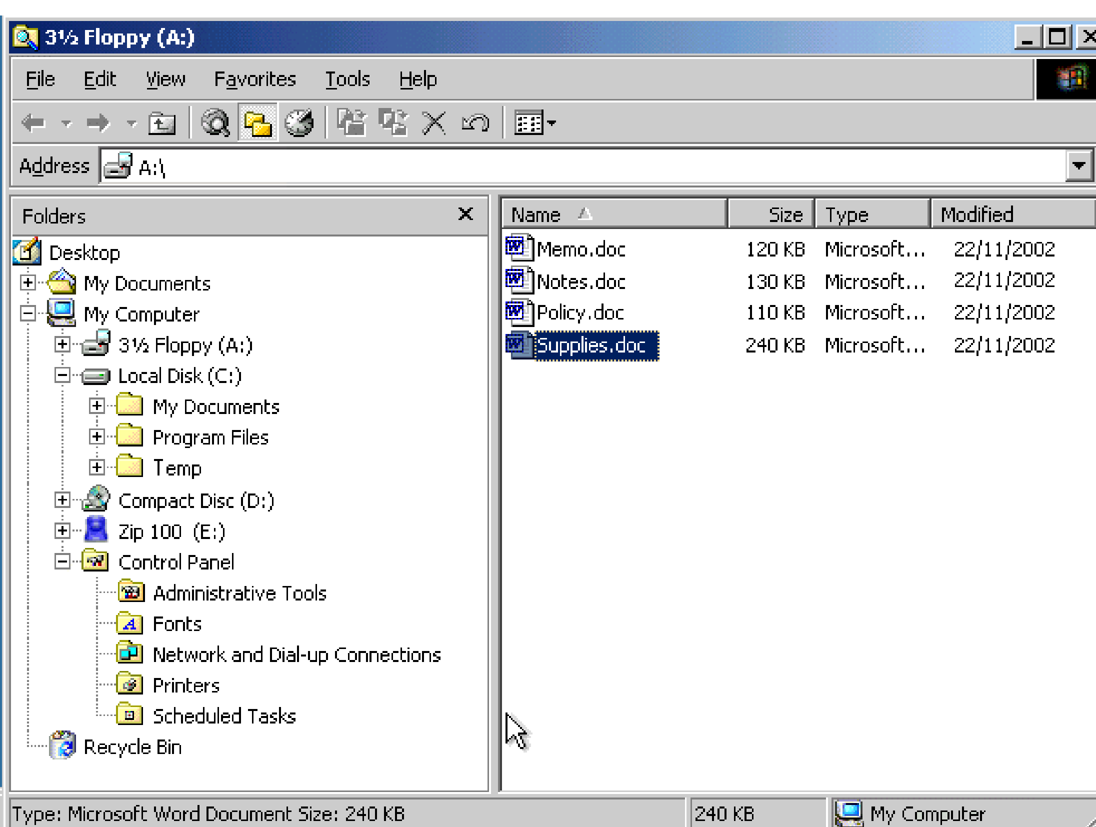
- ○ you still have files stored in external location if the building with your PC is flooded.
- ○ original files can be restored from backup if someone on the network deletes files by mistake.
- ○ two teams can work on the same files in two different locations.
- ○ you can restore your files from backup if you lose your laptop.

- Two teams can work on the same files in two different locations

Which **two** of these statements could each be used to complete the following sentence? A computer virus is a program that:

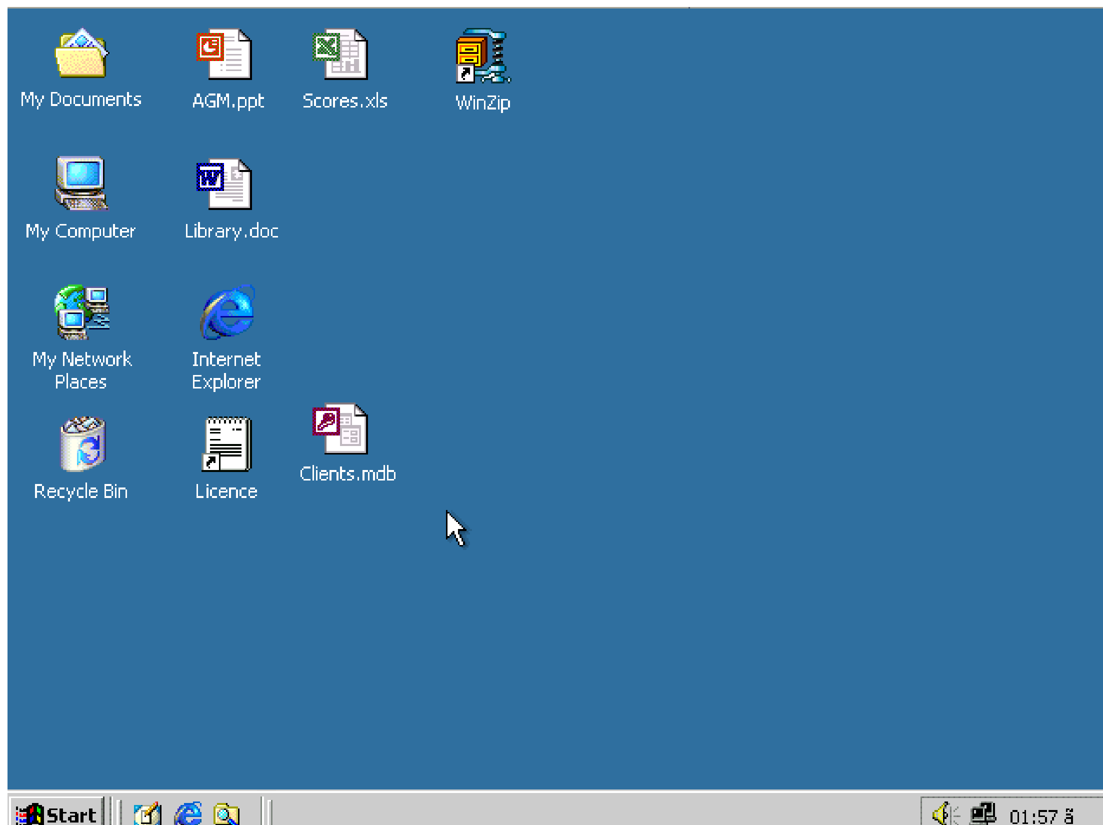
- ○ can usually be detected by anti-virus software.
- ○ cannot enter your computer unless your computer is on a network.
- ○ disappears once it has displayed a message.
- ○ can reproduce itself via email attachments.
- ○ can enter a computer system if hardware such as a new mouse is added.

a) Can usually be detected by anti-virus software.
b) Can reproduce itself via email attachments.



Delete the file Policy.doc.

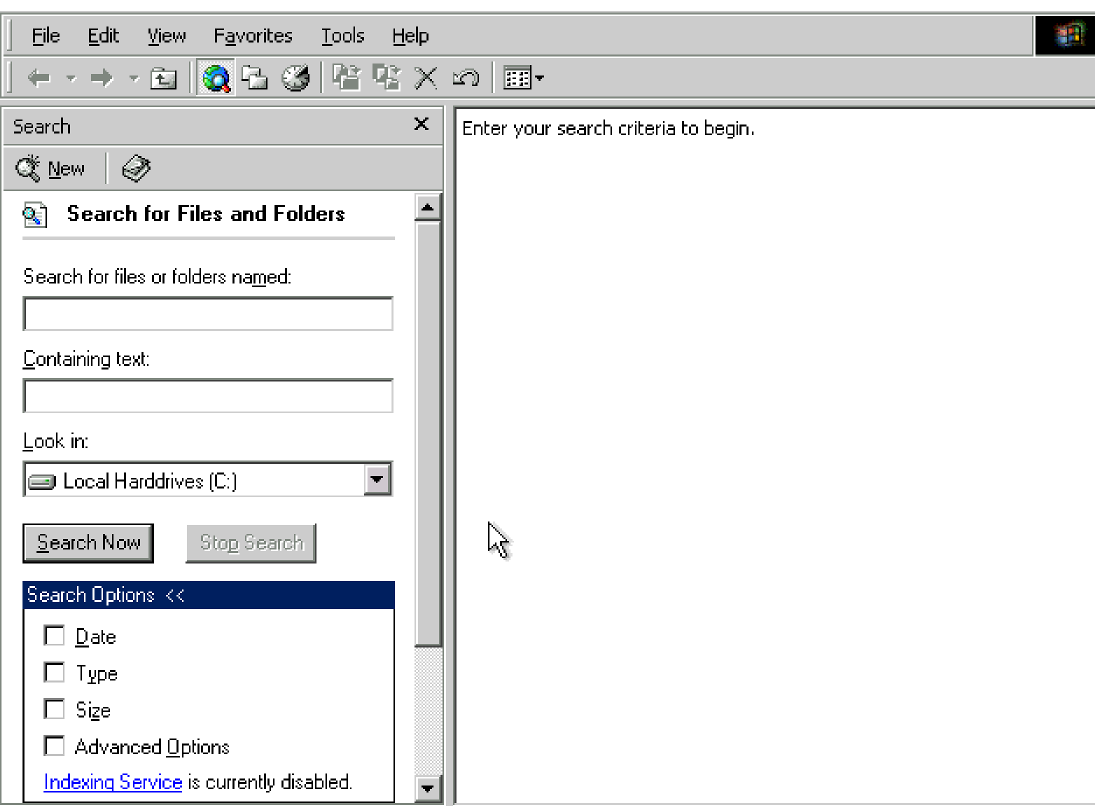
.Select the file Policy.doc➔press delete on standard bar



Using the Windows Search tool, find a file named Bookings on the C: drive.

Press the Search Now button to submit your answer

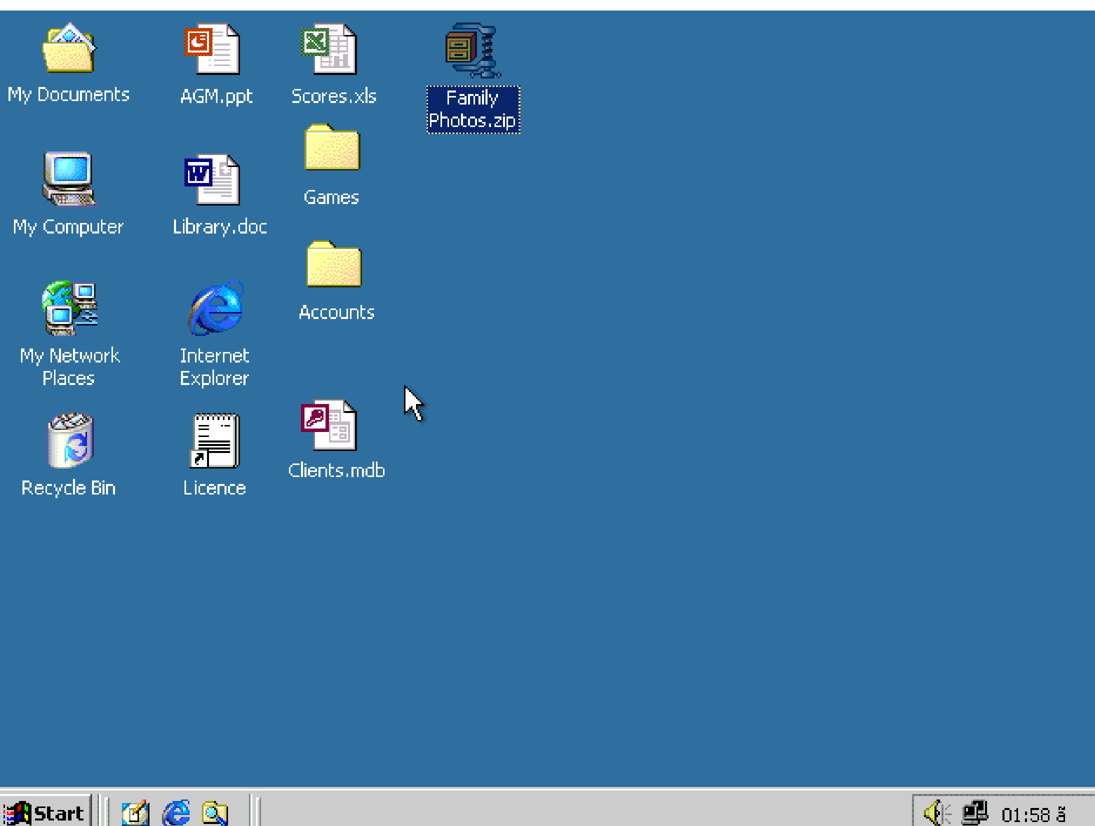
Select start menu➔search➔for files or folders➔type "Booking" in search for files or folders named➔press Search .now



Find all files on the C: drive that were created during the previous 2 months.

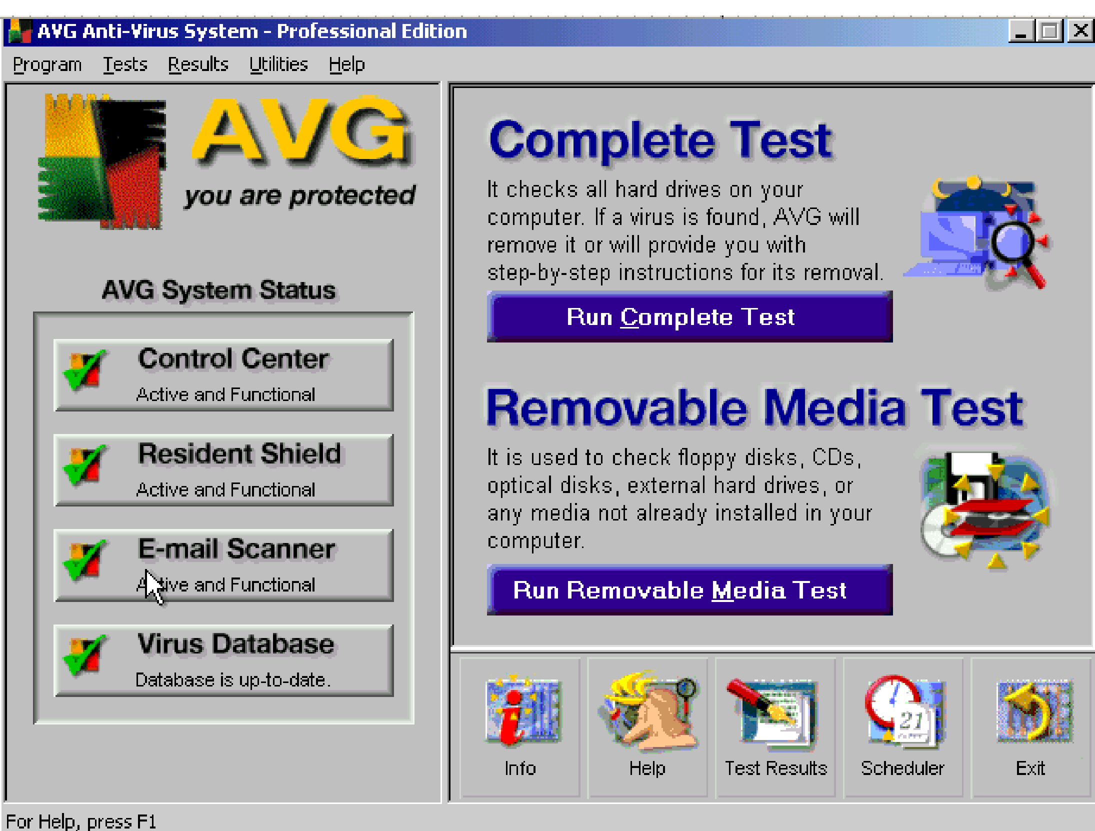
Click the Search Now button to submit your answer.

Check Date from search options➔select file created from .drop down list➔choose in the last 2 months



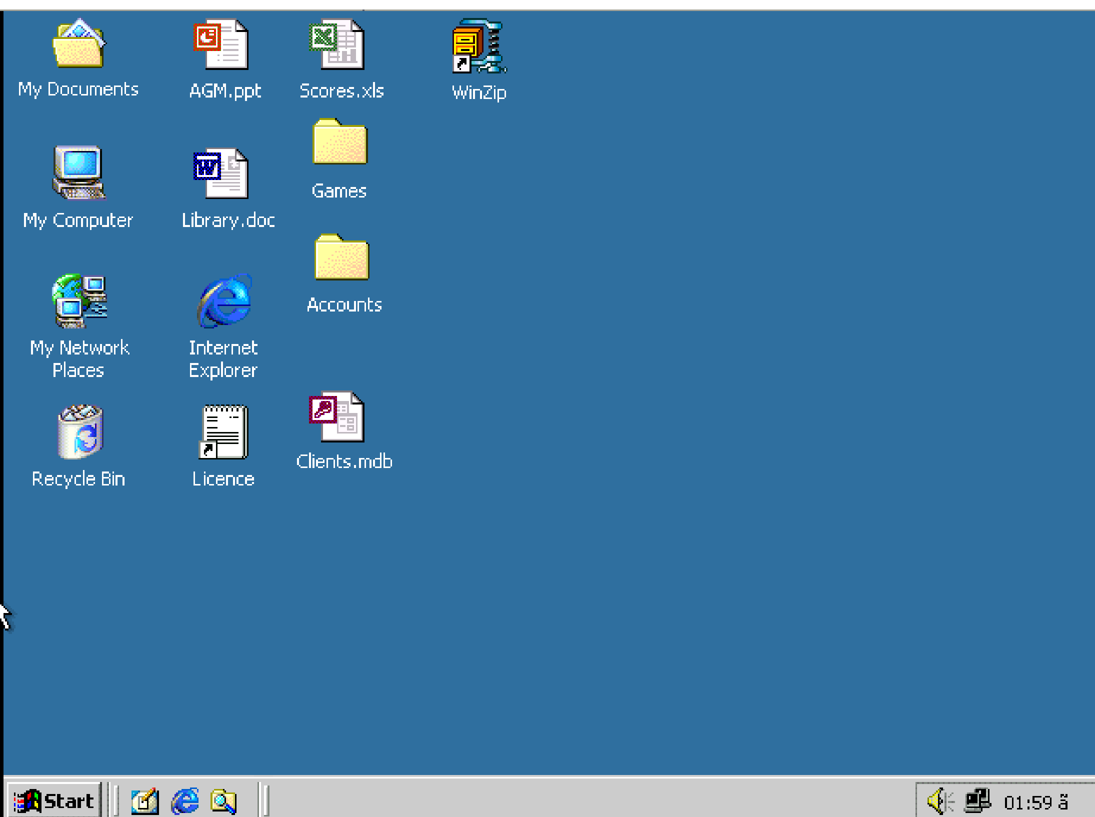
Extract the contents of the selected WinZip file, Family Photos.zip, to the Desktop.

R.click on the file named Photos. Zip ➔ select Extract to ….
➔Click Extract



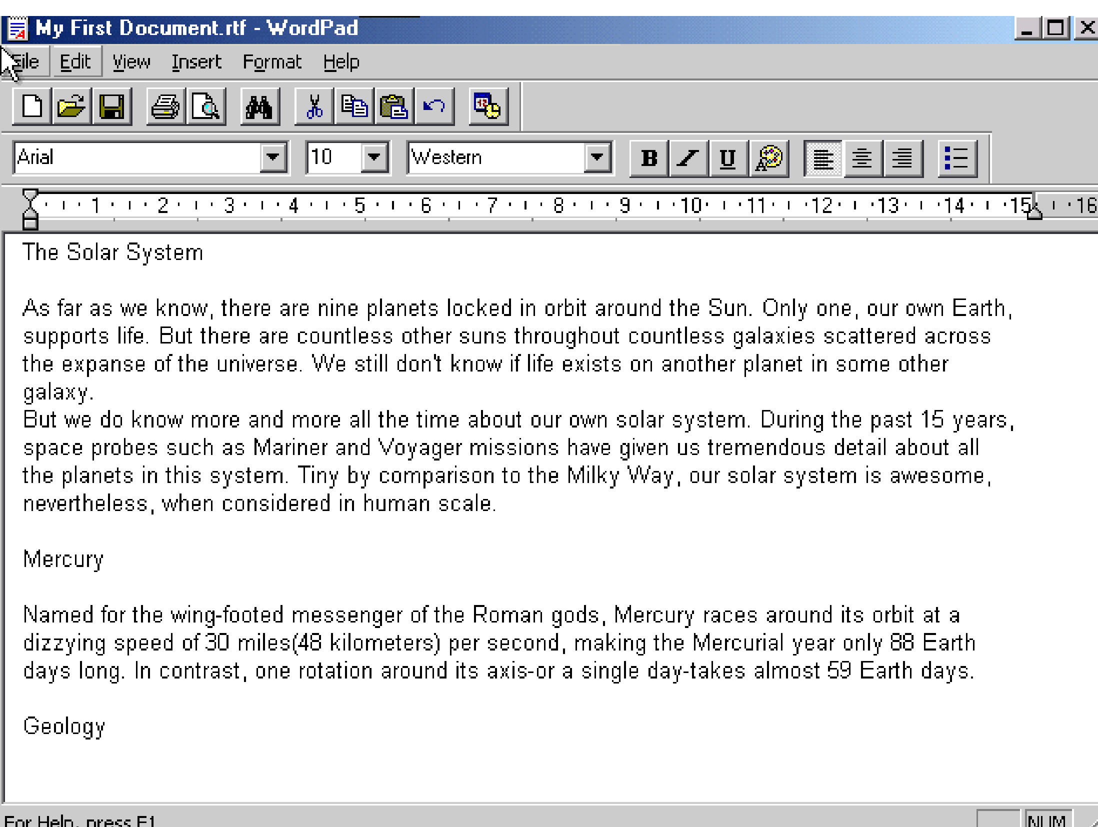
Check for viruses on the [E:] drive of this PC and move any that are found to a safe place where they cannot do any harm.

Click on Run Removable Media Test➔choose drive [E:]➔click .scan now➔click move all to VIRUS VAULT



Launch the Add Printer Wizard that would enable you to install a new printer.

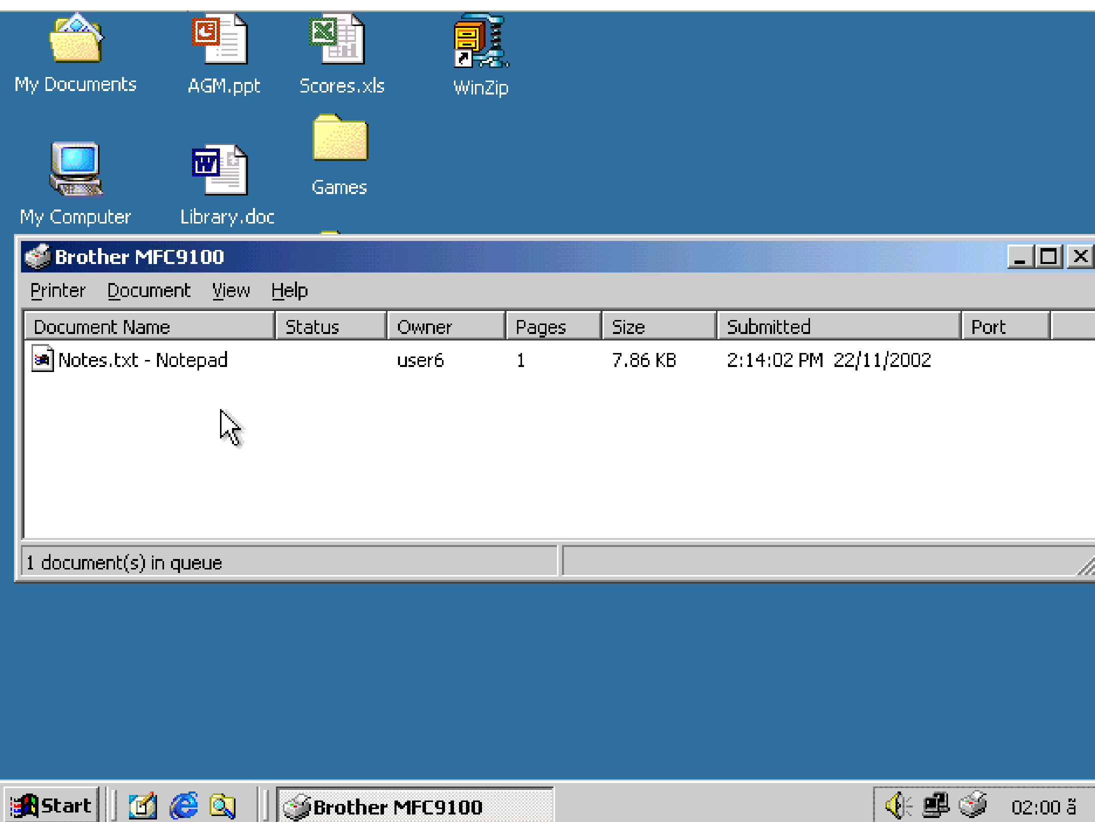
Click on start menu➔settings➔printer➔D.click on Add .Printer



Print one copy of this file.

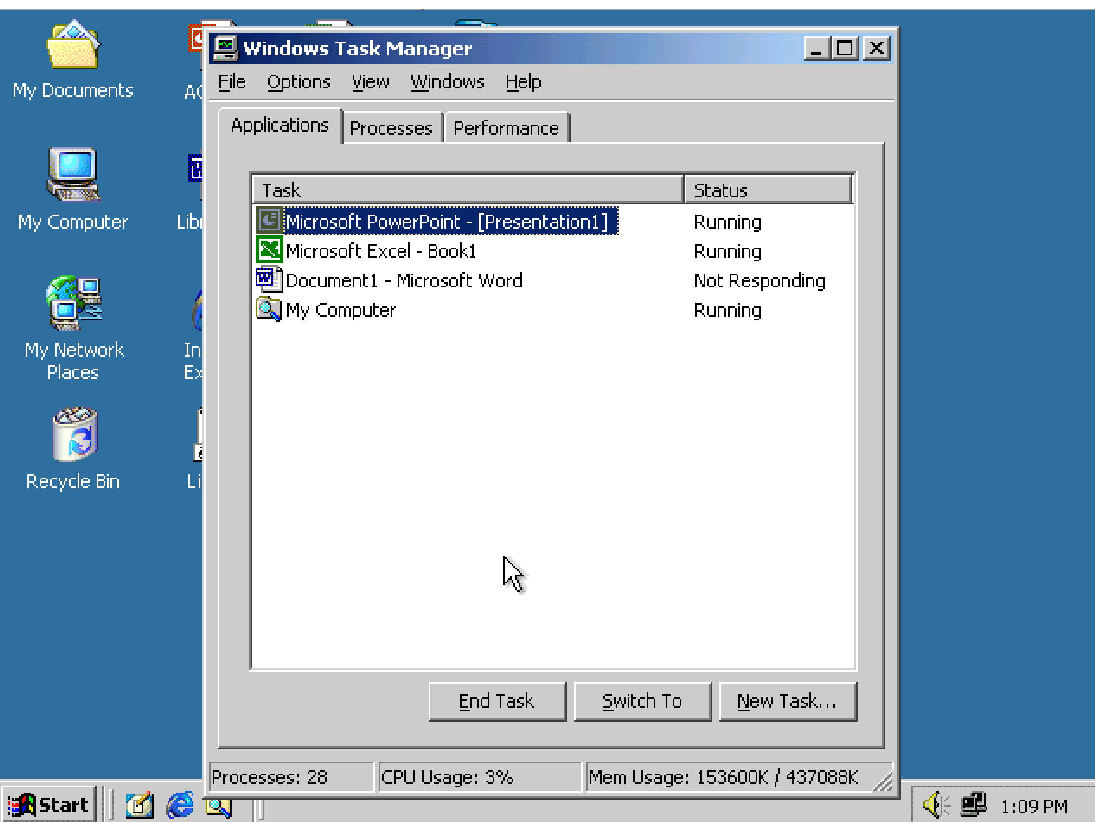
Note: This is a simulation - you do not need a printer attached to your computer.

.File➔print➔print



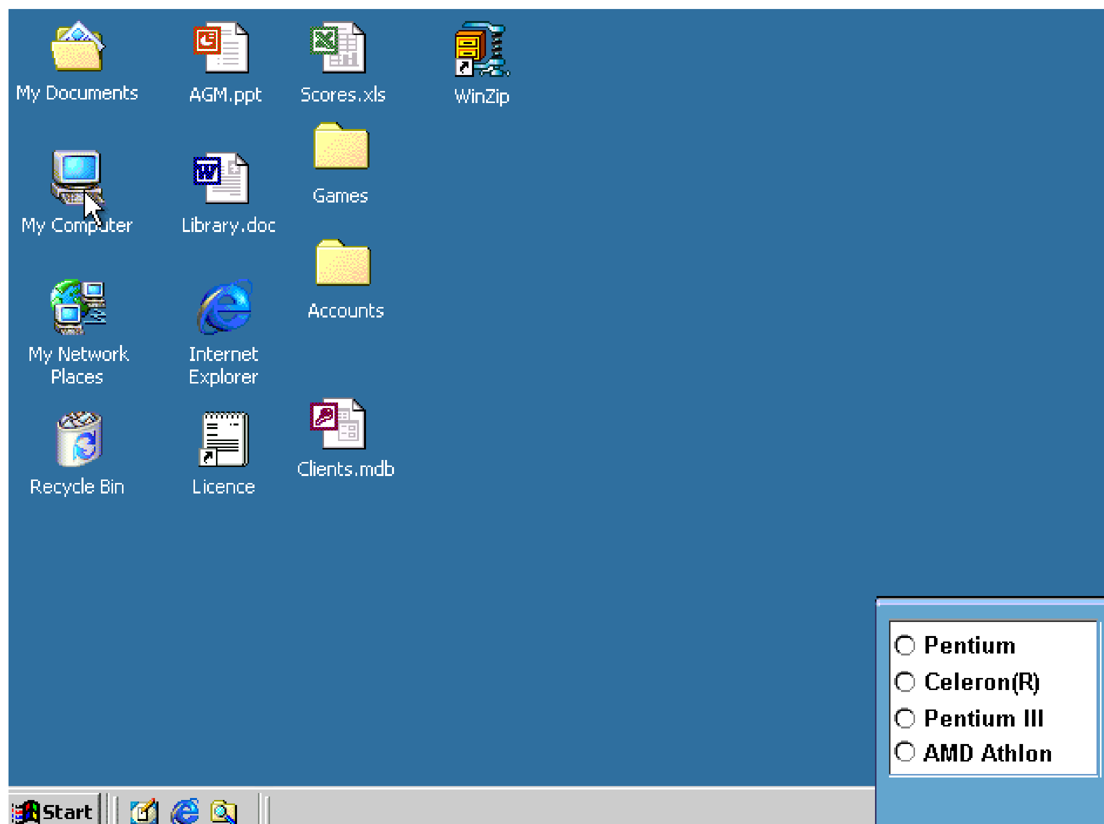
Delete the current printing job from this print queue.

R.click to this file choose cancel, Document menu➔cancel or select this file press delete on keyboard



Shut down the non-responding application.

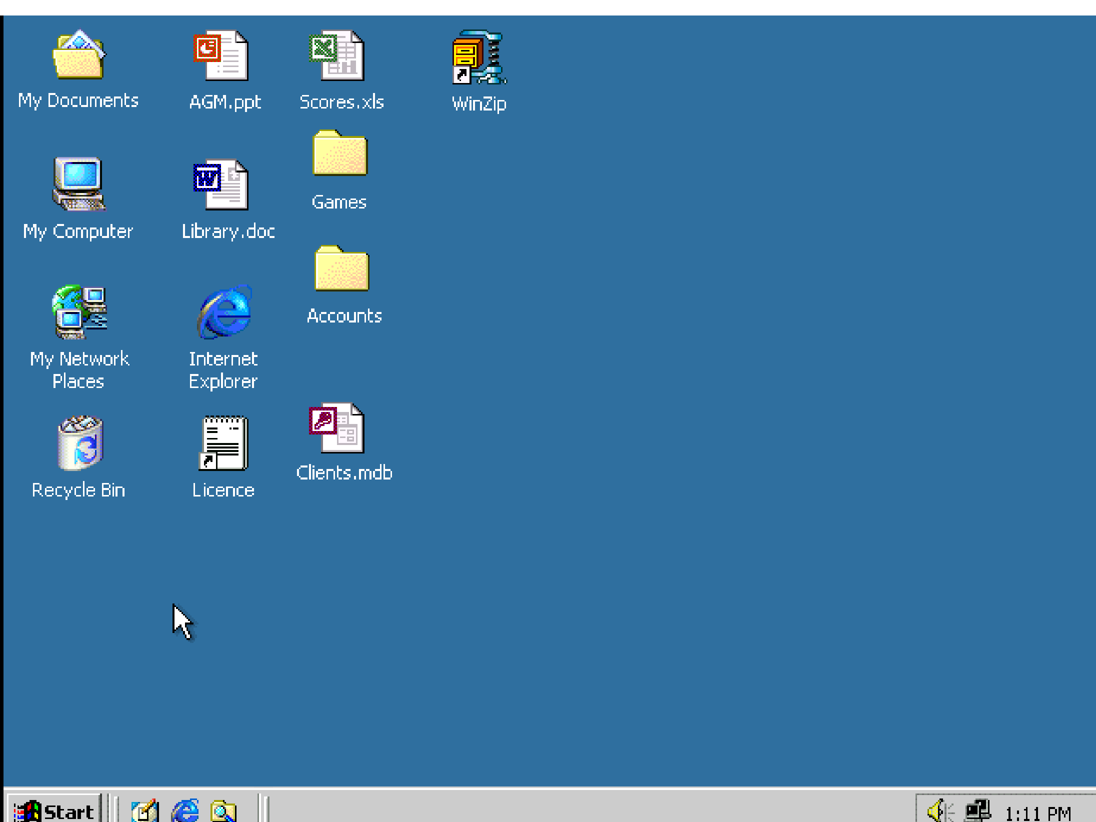
Select the application non-responding from task .manger➔click End Task



Use the simulated Desktop to find out which type of Processor is installed on this computer.

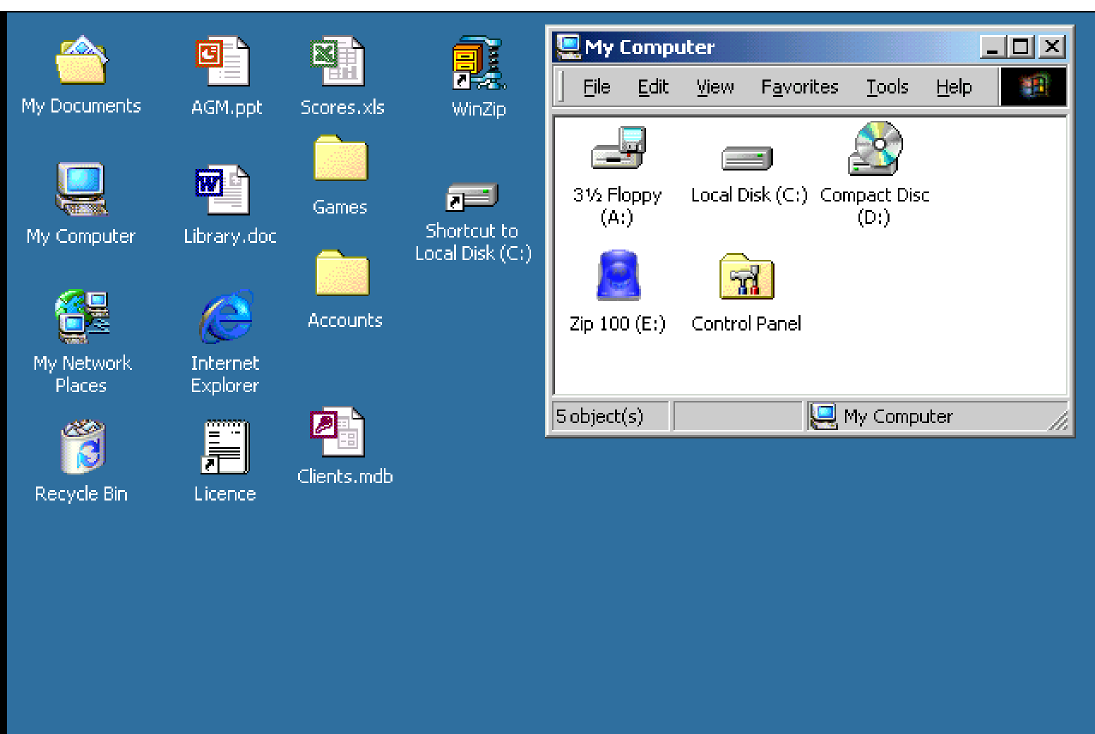
Select the appropriate radio button then click on SUBMIT.

Right click on my computer icon → select properties → choose the right answer



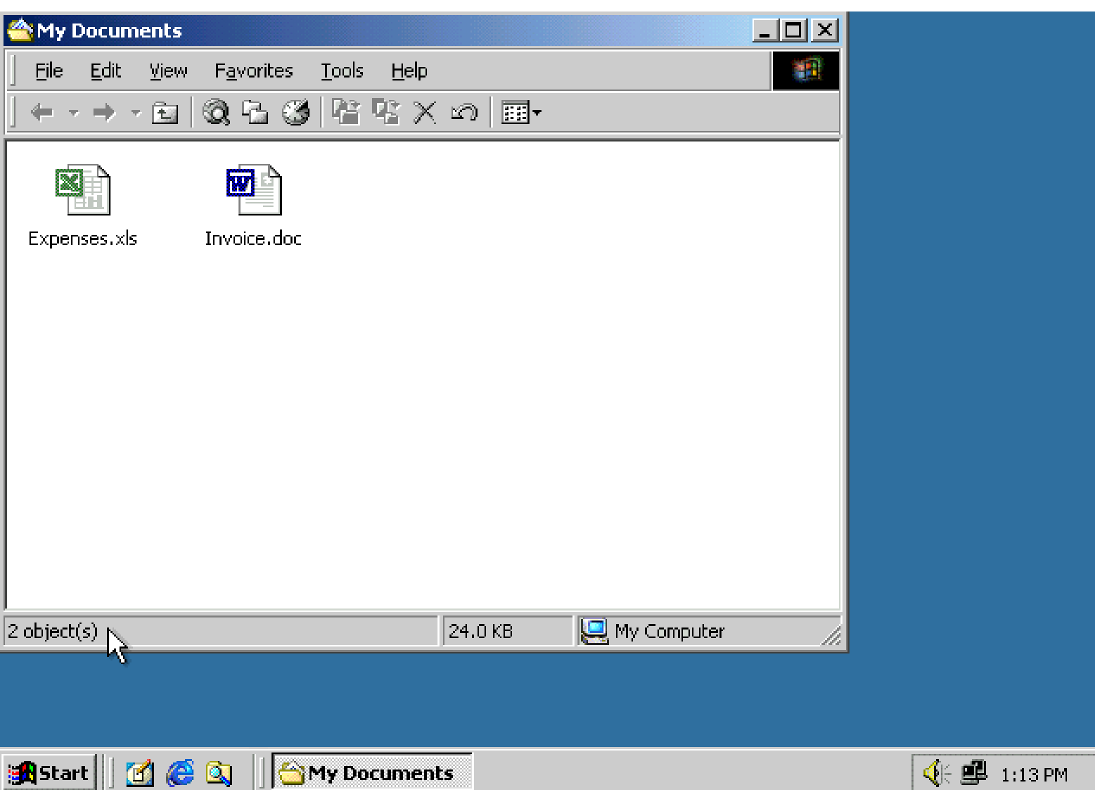
Open the WordPad application.

Click on the start menu➔program➔accessories➔word .pad



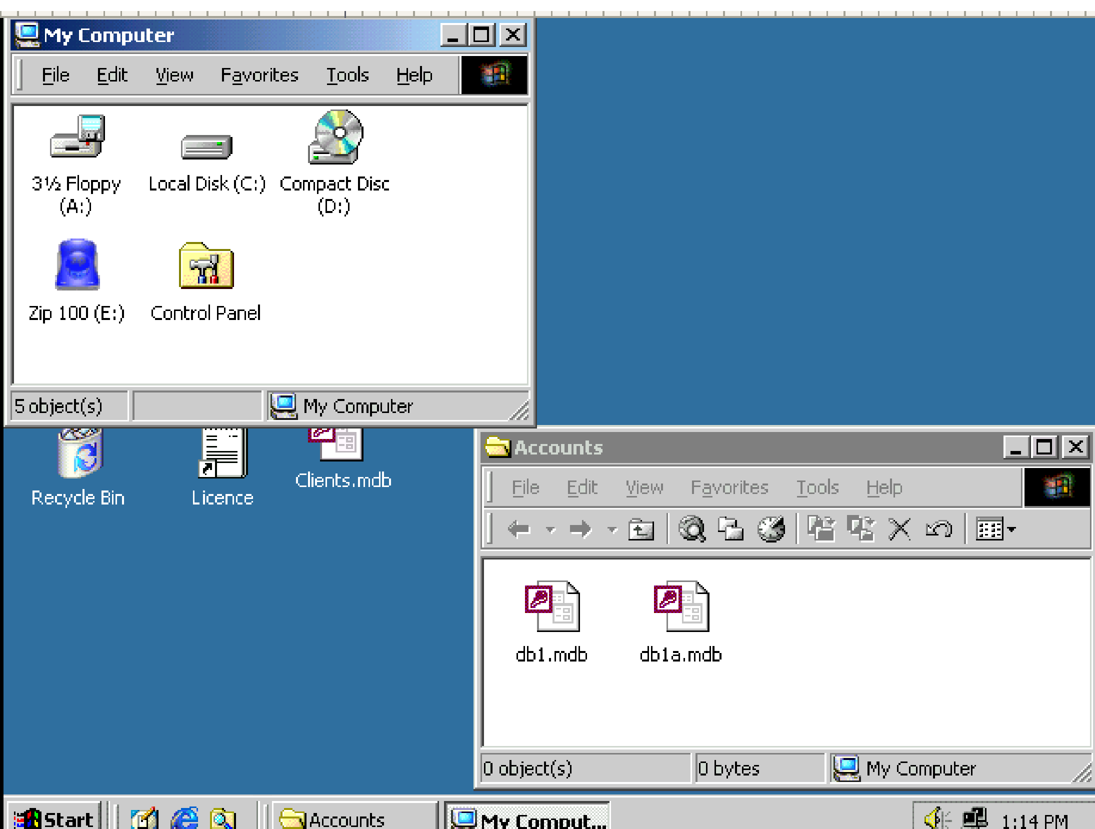
Click the icon that represents the hard disk (C drive) on this PC.

Click on the local disk (c :)



Create a shortcut on the desktop for the Expenses file.

.R.click➔send to➔ desktop (create shortcut)

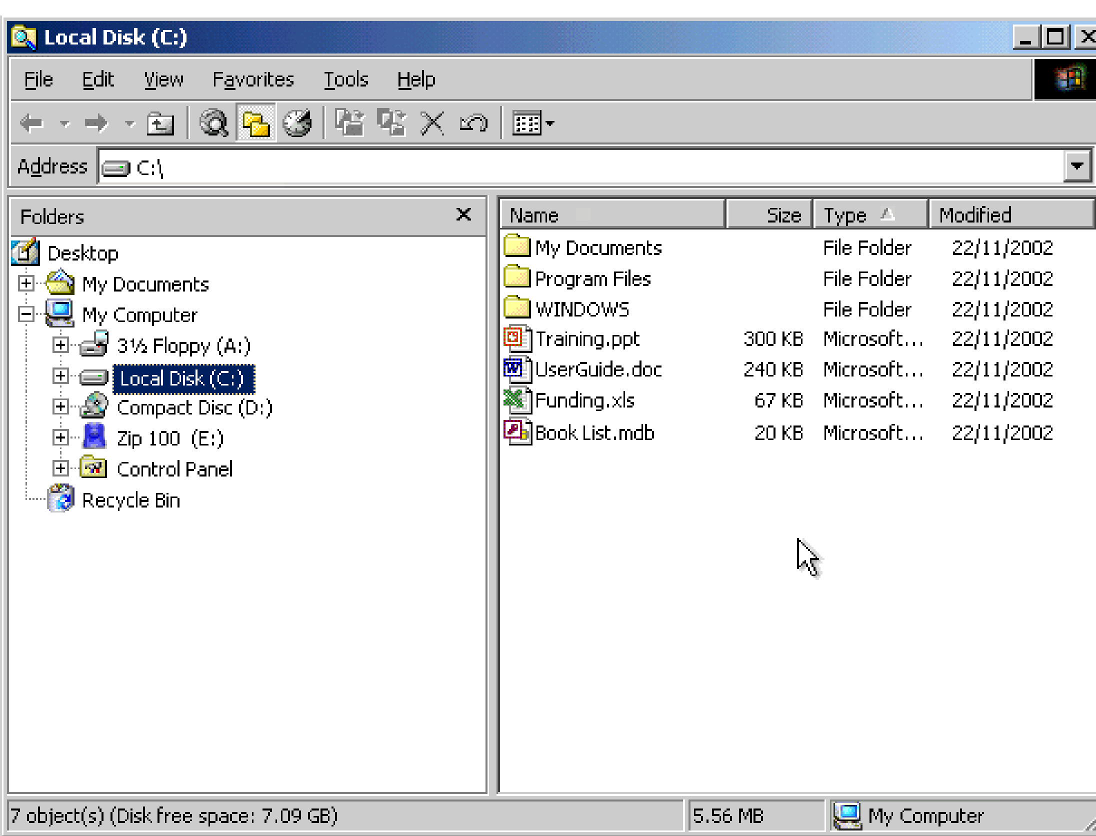


Make the Accounts window active without minimising the My Computer window.

Note: Do not use Alt+Tab for this exercise.

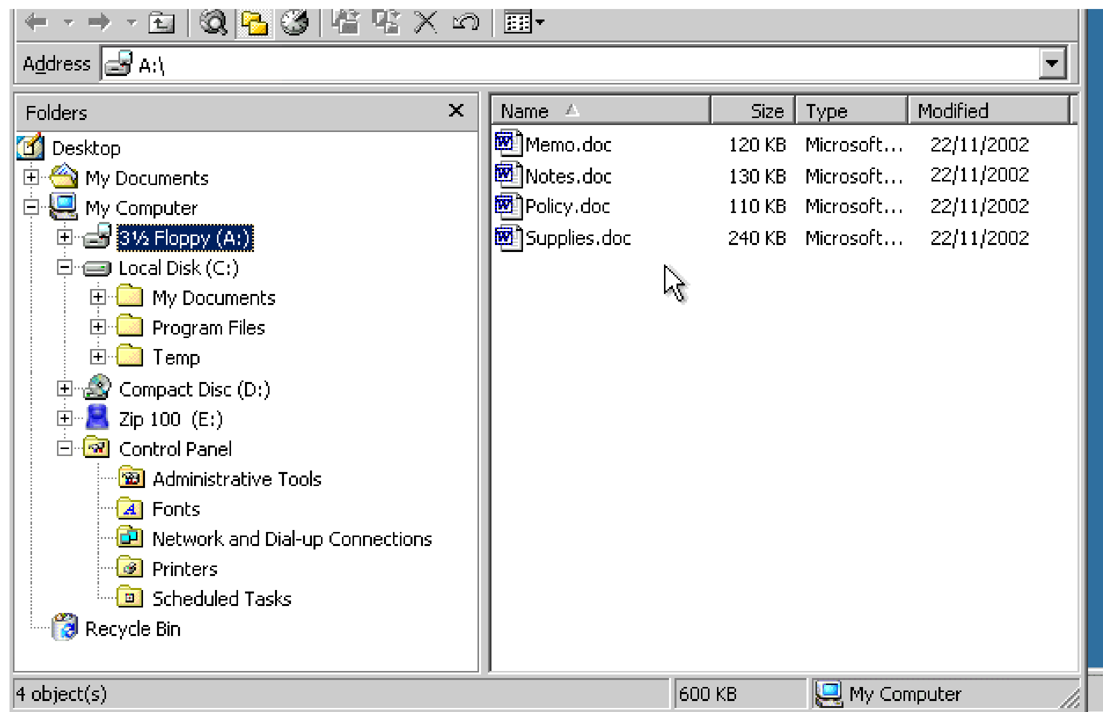


Click on the Accounts from the task bar



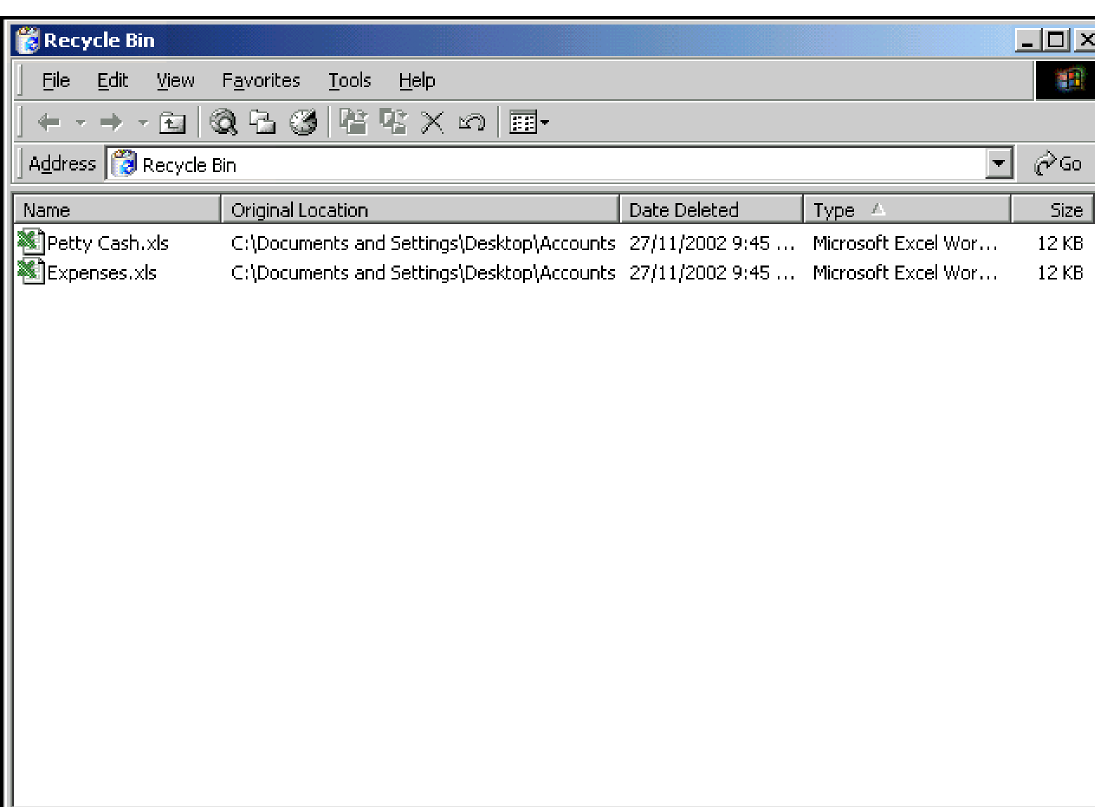
Arrange the files in the right-hand Explorer window by the date they were created / last modified.

.R.click on right pane Arrange icons➔select by Date



Duplicate the Notes.doc file from the Floppy (A:) drive to the Desktop.

Right click on the Notes.doc → copy → select the desktop from the left pane → right click on the right pane → select paste



Restore the file called Petty Cash.xls from the Recycle Bin to its original location.

R.click on the file➔restore

Reducing the size of a file so it will take up less storage space on a disk is known as:

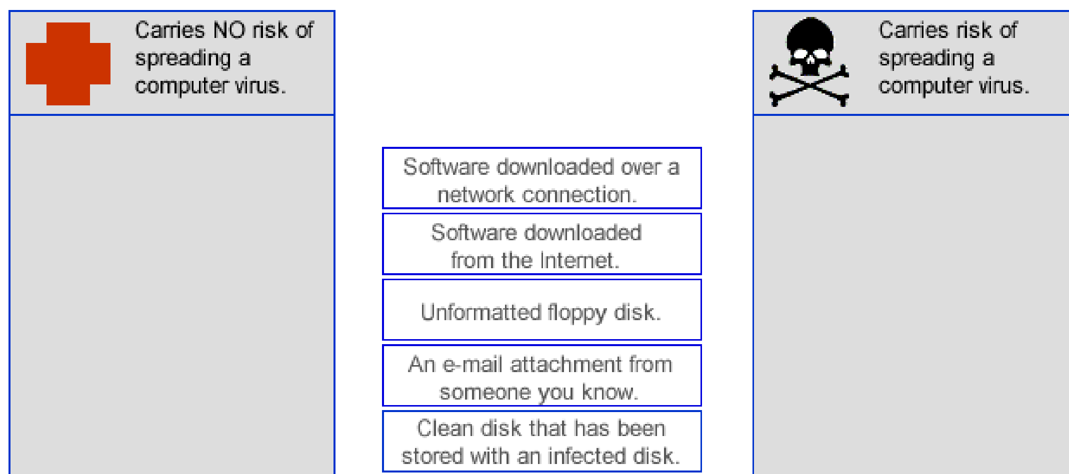
- Compressing
- Compacting
- Encrypting
- Condensing

- Compressing

Why do you need to regularly update your virus software?

- So it can protect your computer from the latest viruses.
- To keep your anti-virus software compatible with your OS.
- To replace virus-scanning software that has become infected through use.
- So it doesn't waste time looking for out-of-date viruses.

.So it can protect your computer from the latest viruses

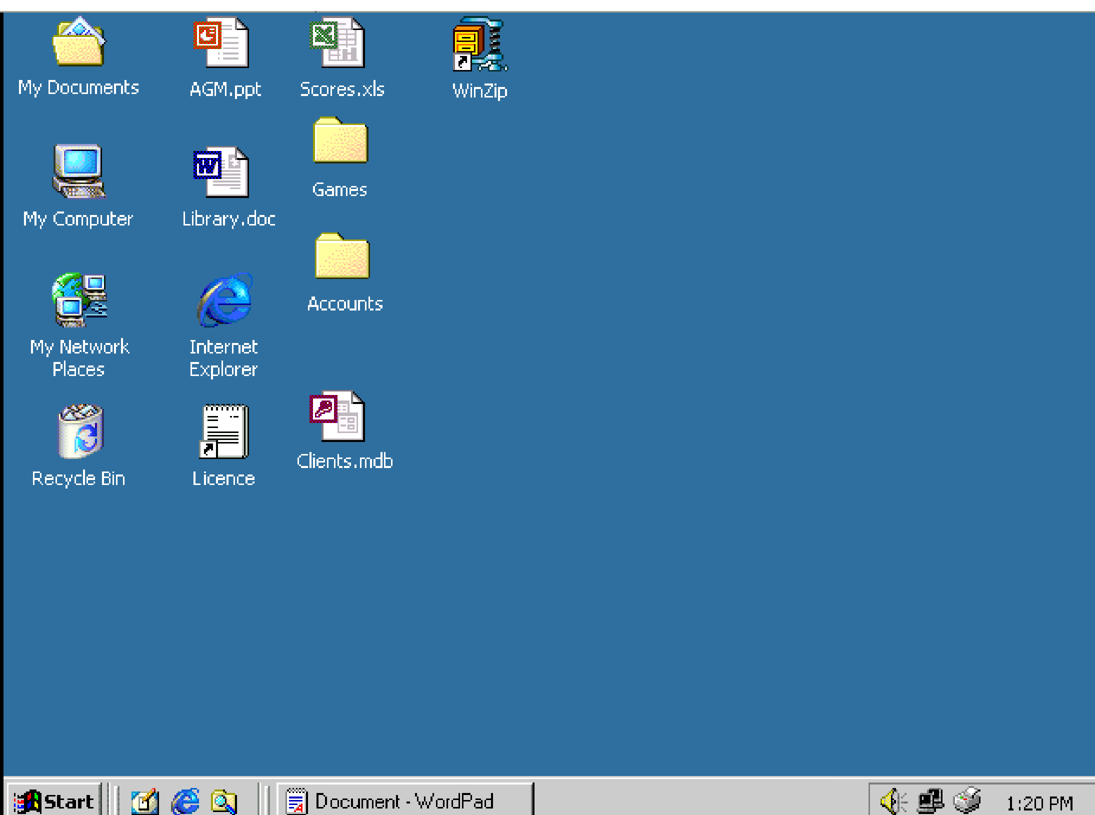


Carries no risk

a. An e-mail attachment from someone you Know
b. Clean disk that has been stored with an infected disk
c. Unformatted floppy disk.

Carries risk

d. Software downloaded over a network connection.
e. Software download from the Internet.



A Document has been sent to print to the Brother MFC9100 printer.

Access the Print Manager so you can view the progress of the print job.

.R.click on the task bar➔open Active Printers

Use a right-click menu commend to automatically compress the account.mdb file as a zip file on the desk top
.R.click on the accounts.mdb➔Add to zip